



# Haryana Government Gazette

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## PART—I

### Notifications, Orders and Declarations by Haryana Government

#### HIGHER EDUCATION DEPARTMENT

The 20th January, 2011

**No. KW 18/161-2007 UNP (5).**—In exercise of the powers conferred by Sub-section (5) of Section 30 of Haryana Private Universities Act, 2006 and all other powers enabling him in this behalf, the Governor of Haryana hereby allows ITM University, Sector 23-A, Gurgaon to frame its First Statutes.

S. S. PRASAD,  
Financial Commissioner and Principal Secretary to  
Government, Haryana,  
Higher Education Department, Chandigarh.

**STATUTE No. 01****SHORT TITLE, SCOPE AND COMMENCEMENT**

- (1) The "Statutes" means the Statutes of ITM University.
- (2) These Statutes shall come into force with effect from the notification in the State Gazette.

**STATUTE No. 02****DEFINITIONS**

- (1) The definitions given in Section 2 of the Haryana Pvt. Universities Act 32 of 2006 shall remain the same and used in the Statutes of ITM University.
- (2) "sponsoring body" in relation to ITM University means Educate India Society (EIS), a society registered under the Societies Registration Act, 1860 (Central Act 21 of 1860).
- (3) "University" means the ITM University incorporated under the Haryana Private Universities Act 32 of 2006 and Haryana Private Universities (Third Amendment) Act 25 of 2009 dated 21st October 2009;

**STATUTE No. 03****SEAL OF THE UNIVERSITY**

- (1) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University after approval of the Sponsoring Body subject to further change or amendment as deemed necessary from time to time. The University after obtaining the approval of the Sponsoring Body may also decide to make and use such as: as Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary and which are permissible by the State or the Central Government.

**STATUTE No. 04****OBJECTIVES OF THE UNIVERSITY**

- (1) The objectives of the University given in Section 3 of the Haryana Private Universities Act 32 of 2006 shall remain the same and used in the Statutes of ITM University.

**STATUTE No. 05****APPOINTMENT, TERMS & CONDITIONS AND POWERS OF THE CHANCELLOR**

- (1) The Chancellor (who must be a member of the Sponsoring Body) shall be appointed by the sponsoring body for a period of three years with prior approval of the Visitor. The Secretary of the Sponsoring Body shall forward the name, along with bio-data of the proposed Chancellor, to the Visitor for approval.
- (2) The Chancellor shall be the Head of the University and shall exercise powers as specified in Section 16 of the Act.
- (3) The Chancellor shall hold office for a period of three years and shall be eligible for reappointment with the approval of the Visitor following the procedure as laid down above under clause (1) of Statute 05.
- (4) Provided that the Chancellor shall, notwithstanding the expiry of the term, continue to hold his office maximum for a period of one year until either he is reappointed or his successor enters upon his office.
- (5) It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- (6) The Chancellor shall be entitled to receive an honorarium, expenses and allowances as may be decided by the Sponsoring Body from time to time.
- (7) The Chancellor shall exercise overall control over the affairs of the University.

- (8) The decision of the Chancellor shall be final and binding for/on the :
- (1) appointment of Pro – Chancellor(s) and other officials, as required by Act/ Statutes/ Ordinance/ Rules, with the approval of the Sponsoring Body.
  - (2) appointment of any officer(s) of the University if in his opinion, appointment(s) are in the interest of the University or as recommended by the Governing Body.  

All appointment of the University once approved by the Chancellor shall be made in his name either by him or by any two members of the Sponsoring Body who are also members of the Governing Body.
  - (3) recommendation/ suggestion of any officer(s) of the University.
  - (4) representations by persons, aggrieved by the decision of the University.
  - (5) constitution of Committee(s) to review the recommendations of any officer(s) of the University and/ or to review the operation of the University from time to time.
- (9) No assets of the University and/or its funds of any nature whatever can be pledged in any manner to any body including Financial Institutions/ Banks etc. without the approval of the Sponsoring Body on the recommendation of the Chancellor.
- (10) In case of any dispute and/or difference of opinion between officers of the University, the decision of the Chancellor shall be final and binding on all concerned.
- (11) In a special meeting called for the purpose, the Sponsoring Body may consider a “No Confidence Motion” against the Chancellor and may recommend his removal to the Visitor.
- (12) In the absence of the Chancellor or otherwise, he may at his discretion delegate all or some of his powers, to a subcommittee of members of Governing Body constituted by him.
- (13) The Chancellor by writing under his hand, addressed to the Visitor, may resign his office.

#### STATUTE No. 06

##### APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE VICE-CHANCELLOR

- (1) The Vice-Chancellor will be the principal academic and executive officer of the University.
- (2) The Vice-Chancellor shall be appointed by the Chancellor following the procedure as laid down in Section 17 (1) of the Act and shall hold office at the pleasure of Chancellor.
- (3) The Vice-Chancellor shall hold office for a term of three years according to the provisions laid in Section 17 of the Act or upto the age of sixty eight years whichever is earlier :

Provided that, on the expiry of term, the Vice-Chancellor shall be eligible for reappointment for subsequent terms until he attains maximum prescribed age :

Provided further that a Vice Chancellor shall continue to hold the office even after the expiry of term till the new Vice Chancellor joins. However, this period shall not exceed one year :

Provided further that, in case of an emergency like illness, long absence, resignation or due to any other reason the Chancellor shall assign the duties of the Vice-Chancellor to a Pro-Vice Chancellor/ Senior Professor/Registrar or any other competent authority of the University. However, this period of interim arrangement shall not exceed one year.

- (4) The Vice-Chancellor shall receive minimum pay and allowances as per UGC norms or higher as decided by the Chancellor from time to time.
- (5) The Vice Chancellor shall discharge the responsibilities and functions as per the Act/Statutes and as assigned by the Chancellor/ Governing Body from time to time in addition to the following duties:—
  - (a) to advise the Governing Body on planning and development of the University, particularly in respect of the norms and standards of education, teaching and research in the University and ensure compliance of the same.

- (b) to apply for membership of other institutions like Association of Indian Universities. Commonwealth Universities, Association of International Universities, India International Centre etc.
- (c) to coordinate with Deans/Chairpersons concerned for collaboration with any University / Research Institute / Centres of the country and abroad from time to time with prior approval of the Governing Body and in accordance with the government directives.
- (d) to co-ordinate with the Deans concerned with regard to teaching and research in the University Teaching Departments / Schools of Studies / Maintained Institutes/etc. and introduction of new courses.
- (e) to provide academic leadership and motivation for excellence.
- (6) The Vice-Chancellor shall be writing the confidential reports of the Deans/ HODs/ faculty members of the University teaching departments/schools/centres and those of the maintained institutions.
- (7) To process disciplinary action, whenever needed, against the faculty, Technical/Admin. Staff of the University/maintained institutions as per rules and as per Statutes.
- (8) To get all necessary approvals and to ensure statutory compliance with the academic norms and standards of the Government/ UGC/ NAAC or any other body pertaining to the courses of study offered or to be offered by the University within and outside the country.
- (9) To ensure High Standards of education imparted at the University and to obtain accreditation/ approval/ high ranking/ etc.
- (10) The Vice-Chancellor may by writing under his hand addressed to the Chancellor, resign his office.
- (11) All actions shall be consistent with the Law of the Land, from time to time.
- (12) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Vice – Chancellor is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Vice – Chancellor to relinquish his office from a date specified in the order :

Provided that before taking any action under this sub-section, the Vice Chancellor shall be given an opportunity of being heard.

#### STATUTE No. 07

##### APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR

- (1) The Registrar will be an officer of the University as per the Act.
- (2) The appointment of the Registrar shall be made by the Chairman of the Sponsoring Body on the recommendation of the selection committee. The Registrar will hold the office at the pleasure of the Chancellor.
- (3) The qualifications of the Registrar shall be as per UGC norms and as approved by the Governing Body/ Board of Management/ Vice Chancellor.
- (4) The Registrar shall be a full-time salaried officer of the University and shall discharge his duties under the overall superintendence and control of the Chancellor/the Governing Body/ Vice Chancellor.
- (5) Selection of Registrar:

The procedure for selection of the Registrar is as follows:—

- (i) Applications will be invited for the post through advertisement in important newspapers with a wide circulation.
- (ii) A summary of all the candidates who have applied for the post shall be prepared by a Committee consisting of three members of the Sponsoring Body and an expert nominated by the Chancellor.
- (iii) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Chairman – Sponsoring Body for appointment.
- (iv) If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.

- (6) When the Office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence or due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (7) The Registrar shall receive pay and other allowances as per UGC norms/higher and approved by the Sponsoring Body from time to time.
- (8) The age of retirement of the Registrar shall be sixty five years.
- (9) A Registrar so designated shall :—
  - (i) be the custodian of the records, the common seal and other properties of the University;
  - (ii) shall sign all contracts/ agreements on behalf of the University with prior approval of the Chancellor and authenticate all documents and records.
  - (iii) issue notices and convene meetings of the Governing Body, the Board of Management, the Academic Council and of the committees appointed by those authorities as per the rules;
  - (iv) keep the minutes of the meeting of the Governing Body, the Board of Management, the Academic Council and of the committees appointed by such authorities;
  - (v) conduct the official proceedings and correspondence of the Governing Body, the Board of Management, the Academic Council and of the committees appointed by those authorities;
  - (vi) supply to all concerned/members, a copy of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings later;
  - (vii) represent the University in suits or proceedings, by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose.
  - (viii) perform such other functions as may be specified in the Statutes, Ordinance or Regulations or as may be required from time to time by the Chancellor/Vice-Chancellor/Governing Body/ Board of Management.
- (10) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Registrar is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Registrar to relinquish his office from such date as may be specified in the order :

Provided that before taking an action under this sub-section, the Registrar shall be given an opportunity of being heard.

#### STATUTE No. 08

#### APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF FINANCE & ACCOUNTS OFFICER

- (1) The Chief Finance & Accounts Officer (CFAO) shall be appointed by the Chancellor on the recommendations of the Selection Committee having three members of Governing Body and an expert nominated by the Chancellor. The CFAO shall be a full-time salaried officer of the University as per the Act and shall work under the control of the Chancellor and hold office at the pleasure of the Chancellor.
- (2) The Chief Finance & Accounts Officer shall be paid a salary and allowances as per the UGC norms or higher as may be decided by the Chancellor.
- (3) The Chief Finance Officer shall retire on attaining the age of sixty five years.
- (4) Selection of the Chief Finance & Accounts Officer:

The Chairman – Sponsoring Body will adopt the following procedure for selection of the Chief Finance & Accounts Officer :—

- (i) Applications for the post will be invited through the process of advertisement in important newspapers of wide circulation.

- (ii) A summary of the candidates applying for the post shall be prepared by a Committee consisting of three members of the Governing Body nominated by the Chairman, Governing Body.
  - (iii) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Chairman – Governing Body for approval.
  - (iv) If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.
- (5) The Chief Finance & Accounts Officer shall :—
- (a) Exercise general supervision of the accounts and funds of the University and advise on financial policies.
  - (b) Perform other such financial functions as may be assigned to him by the Chancellor and or the Finance Committee :—
- Provided that the Chief Finance Officer shall not incur any expenditure or make any investment exceeding one lakh of rupees without the previous approval of the Chancellor and or the Finance Committee.
- (6) Subject to the control and the approval of the Finance Committee, the Chief Finance Officer shall –
- (a) Manage properties and investments of the University, including trust and immovable properties for fulfilling any of the objects of the University;
  - (b) Ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted;
  - (c) Be responsible for the preparation of the annual accounts and the budget of the University and for their presentation to the Chancellor/Governing Body after they have been considered by the Finance Committee;
  - (d) Keep a constant watch on the cash, bank balance and investments;
  - (e) Watch the progress of collection of revenue and advise on the methods of collection employed;
  - (f) Ensure that the registers of properties of the University are maintained properly and the stock-checking of equipment and other materials in the offices of the University including Regional Centres, Study Centres and other institutions maintained by the University is conducted regularly;
  - (g) Bring to the notice of the Chancellor any unauthorised expenditure or other financial irregularities and suggest appropriate action;
  - (h) Call from any office of the University, including Regional Centres, Study Centres and other institutions maintained by the University, any information or reports that he may consider necessary for the performance of his functions.
- (7) He will ensure that adequate controls commensurate with the size of financial operations are in place.
- (8) He shall ensure all statutory and timely compliances of Govt./ Taxation Departments/ etc.
- (9) He shall be responsible for timely compliance of Audit requirements.
- (10) He shall be responsible for liaison with Financial Institutions/ Bank and other financial matters.
- (11) Maintain all accounts & records as per regulating standards.
- (12) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants that if the continuance of the Chief Finance & Accounts Officer is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Chief Finance & Accounts Officer to relinquish his office from such date as may be specified in the order :

Provided that before taking an action under this sub-section, the Chief Finance Officer shall be given an opportunity of being heard.

**STATUTE No. 09****CONSTITUTION, POWERS AND FUNCTIONS OF THE GOVERNING BODY**

- (1) The Governing Body, constituted as per Section 22 of the Act shall consist of the following:—
- (a) the Chancellor;
  - (b) the Vice-Chancellor;
  - (c) the Secretary to Government, Haryana, Education Department, or in his absence, Director, Higher Education, Haryana;
  - (d) five persons nominated by the sponsoring body out of whom two shall be eminent educationists;
  - (e) one expert of management or technology from outside the University, nominated by the Chancellor; and
  - (f) one expert of finance, nominated by the Chancellor.
- (g) Registrar will be the Member-Secretary of the Governing Body :

(Provided that the Secretary to Government, Haryana, Education Department or in his absence, Director, Higher Education shall be present in each meeting in which decisions on issues involving Government policies/ instructions are to be taken.)

- (2) The Governing Body shall be the supreme authority of the University. All the movable and immovable property of the University shall vest in the Governing Body. It shall have the following powers, namely: -

- (a) to provide general superintendence and directions and to control the functioning of the University by using all such powers as are provided by this Act, Statutes, Ordinances, Regulations or Rules;
  - (b) to review the decisions of other authorities of the University in case they are not in conformity with the provisions of this Act, Statutes, Ordinances, Regulations or Rules;
  - (c) to approve the budget and annual report of the University;
  - (d) to lay down the extensive policies to be followed by the University;
  - (e) to recommend to the sponsoring body for the dissolution of the University if a situation arises when there is no smooth functioning of the University in spite of best efforts; and
  - (f) to acquire assets on Lease/outright purchase for the expansion of the University and its campus/s.
  - (g) such other powers as may be specified by the Statutes/ subsequent Statutes from time to time.
- (3) The Governing Body shall meet at least three times in a calendar year.
- (4) The quorum for meetings of the Governing Body shall be four.

A minimum of 14 days notice shall be given for all meetings of the Governing Body. However, the notice for emergency meeting shall be minimum of five days.

The detailed rules and procedures for functioning of the Governing Body will be as per the rules of business as approved by the Governing Body.

- (5) The Governing Body shall have the power of management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.
- (6) In case of non-unanimity of any issue the decision will be approved by the simple majority of the present voting members. The Registrar would be non-voting member.
- (7) The venue for all the meetings of the Governing Body will be ITM University premises only.

**STATUTE No. 10****CONSTITUTION, POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT**

- (1) The Board of Management shall be constituted as per Section 23 of the Act and consist of the following members, namely: —
- (a) the Vice-Chancellor ;
  - (b) the Secretary to Government, Haryana, Education Department, or in his absence, Higher Education Commissioner, Haryana;

- (c) two members of the Governing Body, nominated by the sponsoring body;
  - (d) three persons, who are not the members of the Governing Body, nominated by the sponsoring body;
  - (e) three persons from amongst the teachers, nominated by the sponsoring body; and
  - (f) two teachers, nominated by the Vice-Chancellor.
  - (g) the Registrar will be the Member – Secretary of the Board of Management.
- (2) The Vice-Chancellor shall be the Chairperson of the Board of Management.
- (3) The Board of Management is the academic and executive body and will work under the overall directions of the Governing Body. The Powers and Functions of the Board of Management shall be:—
- (a) To approve financial accounts together with audit report.
  - (b) To adopt and follow the approved Budget for Expenditure.
  - (c) To approve Ordinances of the University.
  - (d) To create teaching, supporting, administrative, and other necessary posts and to specify the manner of appointment thereto;
  - (e) To approve the appointment of such Professors, Associate Professors, Assistant Professors, other teachers and academic staff as may be necessary on the recommendations of the Selection Committees constituted for the purpose;
  - (f) To define the functions and conditions of service of Professors, Associate Professors, Assistant Professors and other teachers and other academic staff employed by the University;
  - (g) To prescribe qualifications for teachers and other academic staff, but not less than the norms prescribed (if at all) by UGC and other statutory bodies;
  - (h) To approve and specify the manner of appointment to temporary vacancies of any academic staff;
  - (i) To make provision for the appointment of visiting Professors, Emeritus Professors, Fellows, Artists, Writers and other distinguished Professionals as required and determine the terms and conditions of such appointments;
  - (j) To manage and regulate the finances, accounts, investments, property of the University and all other affairs of the University and to appoint such agents as may be considered fit, provided that no action under this clause shall be taken without consulting the Finance Committee;
  - (k) To recommend to the Governing Body to invest any money belonging to the University, including any unapplied income, in such stocks, funds, shares or securities as it thinks fit or in the purchase of immovable property in India with the power of varying such investment from time to time, provided that no action under this clause shall be taken without consulting the Finance Committee;
  - (l) To regulate enforcement of discipline amongst the employees in accordance with the Statutes and Ordinances;
  - (m) To recommend transfer or acceptance of transfer of any immovable or movable property on behalf of the University to the Governing Body;
  - (n) To fix the remuneration payable to course writers, counsellors, examiners and invigilators, and travelling and other allowances payable, after consulting the Finance Committee;
  - (o) To recommend to the Governing Body to delegate any of its powers to the Vice-Chancellor, Pro-Vice-Chancellors, Registrars, the Chief Finance Officer or any other officer, employee or authority of the University; or to a committee appointed by it;
  - (p) To entertain, adjudicate upon, or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved;
  - (q) To delegate any of its powers to the Pro – Chancellor(s), Vice – Chancellor, Pro-Vice-Chancellors, Registrars, the Chief Finance Officer or any other officer, employee or authority of the University, or to a committee appointed by it;



- (r) To institute fellowships, scholarships, studentships etc.;
  - (s) To work towards achieving international quality standards in teaching and research, through partnership collaborations/ exchange programme with renowned international universities.
  - (t) To oversee and approve management of general fund as per Section 12 & 13 of the Act in consultation with the Finance Committee.
  - (u) To exercise such other powers and perform such other functions as may be conferred on it by the Act or the Statutes or as prescribed by the Chancellor/ Governing Body.
- (4) The Board of Management shall meet once in every two months.
  - (5) The quorum for the meetings of the Board of Management shall be five:  
Provided that the Secretary to Government, Haryana, Education Department, or in his absence, Higher Education Commissioner, Haryana, shall be present in each meeting in which decisions on issues involving Government policies/instructions are to be taken.
  - (6) In case of non-unanimity of any issue the decision will be approved by the simple majority of the present voting members. The Registrar would be non-voting member.
  - (7) The venue for all the meetings of the Board of Management will be ITM University premises only.

#### STATUTE No. 11

##### FORMATION, POWERS AND FUNCTIONS OF ACADEMIC COUNCIL

The Academic Council shall be the principal recommending academic body of the University and shall coordinate and exercise general supervision over the academic policies and programmes of the University.

(1) The Academic Council will be constituted as per Section 24 of the Act and shall consist of the following members:

- (a) Vice-Chancellor (Chairman)
  - (b) All the Deans/ Heads of the Departments/Schools.
  - (c) Five Professors of the University Teaching Departments/ Schools as nominated by the Governing Body/Chancellor/Vice Chancellor.
  - (d) Three Professors of the State/ Central Universities/ IITs nominated by the Chancellor.
  - (e) Three representatives from amongst the Scientists/ Educationalists/ Technologists/ Industrialists nominated by the Chancellor.
  - (f) The Registrar will be the Member Secretary.
- (2) The term of the nominated members of the Academic Council will be three years.
  - (3) The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council and in his absence any other person nominated by the Chancellor shall preside over the meeting.
  - (4) The Registrar shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice Chancellor shall act as the Member Secretary.
  - (5) One-half of the members of the Academic Council including the Chairperson shall form the quorum at a meeting.

Ordinarily, seven days notice shall be given for all meetings of the Academic Council and agenda papers shall be issued at least five days before the date of the meeting. The notice for emergent meeting shall ordinarily be three days. Detailed functioning of Academic Council will be as per Rules of Business approved by the Academic Council.

- (6) Subject to the provisions of Section 24 of the Act, the Academic Council shall have the following powers, and functions:—
  - (a) Governing Body/ Chancellor/ Vice Chancellor can co-opt members, persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for

consideration. The members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted.

- (b) To promote teaching, research and related activities in the University.
- (c) To make recommendations to the Governing Body on the proposals received from the different faculties of the University for the Conferment of honorary degrees or degrees or diploma or certificates any other such distinction or honour of the University.
- (d) To exercise general supervision and be responsible for the academic policies and programmes of the University and to give directions regarding methods of instruction, teaching and evaluation of research for improvements in academic standards.
- (e) To consider matters of general academic interest either on its own initiative or on a reference made by a faculty or Board of Studies or the Board of Management or the Governing Body or Chancellor and to take appropriate action thereon.
- (f) To make proposals to the Chancellor for allocating the Departments/ Schools to the Faculties.
- (g) To make proposals to the Board of Management for the institution of fellowships, scholarships, studentships, exhibition, medals and prizes and to make and/or approve the rules for their award.
- (h) To recognize persons of eminence in their subject to be associated as research guides/ co-guides in the subjects or interdisciplinary subjects as prescribed in the ordinance and/or recommended by the Research Degree Councils of the subjects.
- (i) To formulate, modify or revise schemes for the organisation and assignment of the subject(s) to the Faculties/ Schools/ Departments and to report to the Governing Body as to the expediency of abolition, reconstitution or division of any Faculty/ School/ Department of the University.
- (j) To recognize the Certificates, Diplomas and Degrees of other Universities and Institutions and to approve their equivalence, as and when forwarded by the equivalence committee.
- (k) To make special arrangements, if any, for the teaching of women students by prescribing special courses of study for them.
- (l) To consider academic proposals submitted by the Faculties/ Departments/ Schools of the University.
- (m) To approve the syllabi of different courses/ subjects submitted by the Faculties/ Board of Studies of the Departments/ Schools and to arrange for the conduct of the examinations according to the Ordinances made for the purpose.
- (n) To award stipends, scholarships, medals and prizes, and to make awards in accordance with the Ordinances and such other conditions as may be attached to the awards/ prizes from time to time.
- (o) To approve the publication of syllabi of various courses of study along with the list of prescribed or recommended text books for subjects.
- (p) To appoint committee(s) for admission of students in different Faculties/ Departments/ Schools of the University as per Admission Policy.
- (q) To recommend to the Board of Management, the rates of remuneration and allowances related to the Examination work.
- (r) To approve the Academic Calendar.
- (s) To delegate such of its powers to the standing committee of Academic Council/ Deans/ Chairpersons, as it may deem fit.
- (t) To formulate policies for students' admissions, examinations and Ordinances prepared by the Vice-Chancellor of the University for approval of the Governing Body/ Board of Management.
- (u) To report or to make recommendations on any matter referred to it by the Chancellor or the Governing Body or Board of Management or the Vice Chancellor as the case may be.
- (v) To exercise such other powers and perform such other duties as may be prescribed from time to time or are in the interest of the aims of the University.

- (7) In case of non-unanimity of any issue the decision will be approved by the simple majority of the present voting members. The Registrar would be non-voting member.
- (8) The venue for all the meetings of the Academic Council will be ITM University premises only.

### STATUTE No. 12

#### POWERS AND FUNCTIONS OF THE FINANCE COMMITTEE

- (1) The Finance Committee shall be constituted by the Chancellor and consist of the following persons, namely:—
 

(i) The Chancellor or his nominee	Chairman
(ii) The Vice-Chancellor	Member
(iii) Three members nominated by the Chancellor (From Governing Body)	Member
(iv) Expert of Financial and Planning One person nominated by the Sponsoring Body	Member
(v) Chief Finance and Accounts Officer	Member Secretary

In the absence of the Chancellor, Vice chancellor or any other member nominated by the Chancellor shall preside over the meeting.

- (2) The tenure of the members of the finance committee, other than ex-officio members, shall be of three years.
- (3) The finance committee shall meet atleast four times in each academic year. A notice for the meeting of the finance committee shall be given so as to reach the Committee members atleast seven days in advance of the meeting and the agenda for the meeting shall be sent to the members atleast seven days in advance of the meeting.
- (4) Four members of the finance committee, including Chairman, shall constitute the quorum at the meetings.
- (5) Functions and Powers of the Finance Committee shall be:—
  - (a) To prepare the annual estimates of income and expenditure of the University and to put up to the Governing Body for its consideration and approval.
  - (b) To consider the annual accounts of the University and to put up to the Governing Body for its consideration and approval.
  - (c) To make its recommendations to the Governing Body/Board of Management to accept bequests and donations of the property to the University on such terms as it may deem proper.
  - (d) To recommend mechanisms and ways and means to augment the financial resources for the University.
  - (e) To ensure that there are no defaults in statutory payment and payments to banks secured/unsecured credits, loans & interest.
  - (f) To consider any other matter referred to it.
  - (g) To advise the University on any matter affecting finances.
  - (h) To observe that the regulations relating to the maintenance of accounts of the income and expenditure of the University are followed.
  - (i) To prepare the annual budget and put it up to Governing Body for consideration.
  - (j) To select and appoint Auditors of the University and fix their remuneration.
  - (k) To review and evolve fee structure from time to time and make recommendations to the Board of Management for approval.
  - (l) To recommend to the Governing Body through Board of Management the making of capital expenditure/ long term and short term investments.
  - (m) To take all necessary action for establishing the general fund and manage it as per Section 12 & 13 of

the Act with the prior approval of the Board of Management.

- (n) To recommend to the Board of Management and Governing Body all steps to ensure continued availability of short term/long term funds and their application and optimum utilisation.
- (o) To provide guidance/consultation to Board of Management on financial and other matters as required from time to time.
- (p) Any other matter as may be delegated by the Chancellor/Governing Body from time to time.
- (6) In case of non-unanimity of any issue the decision will be approved by the simple majority of the present voting members. The Chief Finance & Accounts Officer would be non-voting member.
- (7) The venue for all the meetings of the Finance Committee will be ITM University premises only.

### STATUTE No. 13

#### DISQUALIFICATION FOR MEMBERSHIP OF AN AUTHORITY OR BODY, VALIDITY OF PROCEEDINGS AND FILLING UP OF VACANCIES

The following shall apply to all the Authorities and Bodies of the University constituted as per the Act/Statutes or admission of the University:—

- (1) A person shall be disqualified for being a member of any of the authorities or bodies of the university, if he-
  - (a) is of unsound mind and stands so declared by a competent court;
  - (b) is an undischarged insolvent;
  - (c) has been convicted of any offence involving moral turpitude;
  - (d) is conducting or engaging himself in private coaching classes; or
  - (e) has been punished for indulging in or promoting unfair practice in the conduct of any examination, in any form, anywhere.
- (2) No act or proceeding of any authority or body of the university shall be invalid merely by reason of any vacancy or defect in the constitution thereof.
- (3) Any vacancy which may occur in the membership of the authorities or bodies of the university due to death, resignation or removal of a member or due to change of capacity in which he was appointed or nominated, shall be filled up as early as possible by the person or the body who had appointed or nominated such a member:

Provided that the person appointed or nominated as a member of an authority or body of the university on an emergent vacancy, shall remain a member of such authority or body only for the unexpired tenure of the member, in whose place he is appointed or nominated.

### STATUTE No. 14

#### OTHER OFFICERS OF THE UNIVERSITY

The following shall be the other Officers of the University as per the provisions in section 30 (1) (d) of the Act 32 of 2006.

#### 1. PRO-CHANCELLOR(S)

- (1) In accordance with the Section 20 of the Act, under the category of other officers, the Pro-Chancellor(s) shall be appointed by the Chancellor for a period of three years with the prior approval of the Sponsoring Body. The Chancellor(s) shall finalise the name of the Pro-Chancellor(s) and process the approval by the Sponsoring Body. After the approval of the Sponsoring Body, the Pro-Chancellor shall be appointed by the Chancellor.
- (2) The Pro-Chancellor shall hold office for a period of three years or and shall be eligible for reappointment, with the approval of the Sponsoring Body following the procedure laid down above under clause (1) & (2) of this Statute :

Provided that the Pro-Chancellor shall, notwithstanding the expiry of the term, continue to hold his office until either he is reappointed or his successor enters upon his office within one year.

- (3) In case of an emergency like illness, absence or death of the Chancellor, one of the Pro-Chancellor(s) after approval from Sponsoring Body shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However this period shall not exceed one year.
- (4) The Pro-Chancellor shall work under the directions of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- (5) The Pro-Chancellor(s) shall discharge any academic/administrative responsibility specifically assigned by the Chancellor/Sponsoring Body.
- (6) The Pro-Chancellor shall be entitled to receive an honorarium, expenses and allowances as may be decided by the Chancellor/Sponsoring Body.
- (7) The Pro-Chancellor shall hold office during the pleasure of Chancellor/ Sponsoring Body.
- (8) The Pro-Chancellor may by writing under his hand addressed to the Chancellor, resign his office.

## 2. Pro-Vice Chancellor

1. The Pro-Vice Chancellor shall be appointed by the Chancellor, on the recommendation of a committee constituted of the Vice-Chancellor and two members of the Governing Body of the University, for a term of three years.
2. The Pro-Vice-Chancellor shall be eligible for reappointment for subsequent terms by following the procedure laid down above in the clause (1).
3. In the absence of the Vice-Chancellor, the Pro-Vice Chancellor shall perform the duties of the Vice-Chancellor to dispose of only routine matters of the University; unless directed by the Chancellor.
4. The Pro-Vice-Chancellor shall be eligible to receive pay and other allowances as decided by the Chancellor/ Sponsoring Body from time to time.
5. The Pro-Vice Chancellor shall discharge the responsibilities and duties as assigned by the Chancellor/ Vice-Chancellor from time to time.
6. The Pro-Vice Chancellor may by writing under his/her hand addressed to the Chancellor, resign his office.

## 3. Dean Academic Affairs

1. The Dean Academic Affairs shall be appointed, by a Committee of Vice-Chancellor and two members of the Governing Body of the University, for a term of three years from amongst the Professors or some eminent professor from outside the system on terms as approved by the Board of Management.
2. The Dean Academic Affairs may be reappointed for another term following the same procedure as in clause (1).
3. The Dean Academic Affairs shall perform the duties and functions as assigned by the Chancellor/Vice-Chancellor or any other authority from time to time.
4. The Dean Academic Affairs shall be eligible to receive pay and allowances as decided by the Sponsoring Body / Chancellor / Vice-Chancellor.
5. The Dean Academic Affairs shall be responsible:—
  - (a) to co-ordinate and supervise the procedure of admission of students made by the various University Teaching Departments through Chairpersons.
  - (b) to arrange the accommodation of all University classes including evening classes. Diploma Courses, etc.
  - (c) to get the Academic Calendars prepared and approved.
  - (d) to co-ordinate with the Deans in respect of inter-faculty matters.
  - (e) to constitute the time table of the various faculties.
  - (f) to make required system for in part of academic students of the University.

- (g) to carry out any other function and duties as assigned by the Chancellor/ Vice-chancellor from time to time.
- (h) to actively promote research/ consultancy/testing.

#### 4. Dean of Students' Welfare

1. The Dean of Students' Welfare (DSW) shall be appointed by a committee of Vice-Chancellor and two members of the Governing Body for three years and shall be eligible for reappointment on terms approved by the Governing Body :

Provided that notwithstanding the fact that his term of three years has not expired the appointed committee may, on a report from the Vice-Chancellor, terminate the appointment of Dean of Students' Welfare if it is satisfied that further continuance of the Dean Students' Welfare will be detrimental to the cause for which he has been appointed or to the interest of the University.

2. Where the Dean of Students' Welfare is a fulltime salaried officer, he/ she shall;
  - (a) possess at least a Master's degree in some subject of Science or Technology along with Ph.D. degree and have about five years experience of teaching post-graduate classes or ten years experience of teaching degree classes, experience of guiding extra-curricular activities and understanding of students' problems.
  - (b) draw salary in the pay scale as decided by the Governing Body.
3. The Dean of the Students' Welfare, if appointed on full time basis, from amongst the Teachers of the University shall continue to hold his/her lien on his/her substantive post and shall be eligible to all the benefits that would have otherwise accrued to him but for his appointment as Dean of Students' Welfare.
4. The Dean of Students' Welfare shall be entitled to leave, leave salary, allowances, provident fund, medical and other benefits as may be prescribed by Board of Management of the University for the Employees of the University.
5. Subject to the control of the Vice-Chancellor, the DSW shall
  - (a) make arrangements to ensure suitable housing facilities for students;
  - (b) arrange for employment of students in accordance with plans approved by the Vice-Chancellor;
  - (c) communicate with the guardians of the students concerning the welfare of students;
  - (d) obtain travel facilities for the students from competent authorities;
  - (e) assist the students in obtaining Scholarships, Studentships, etc. by giving them information relating thereto;
  - (f) organise events relating to extra-curricular /co-curricular activities.
  - (g) perform such other duties as may be assigned to him from time to time by the Vice-Chancellor.
  - (h) Arrange to get periodic feedback from students in various areas of University functioning and liaise with Registrar/ Vice Chancellor for action, as necessary.
  - (i) Constitute small and appropriate committees consisting of teachers and/or students to perform specific activities related to his charter of duties.
  - (j) Redress grievances of students with the cooperation of other officials as per the statutes/ ordinances of the University.
  - (k) Be overall in-charge of discipline.

#### 5. Controller of Examinations

1. The Controller of Examinations will be an officer of the University and shall be appointed by the Board of Management on the recommendation of a duly constituted committee from amongst the Officers of the University and/or outside with suitable qualifications and experience as approved by the Governing Body.
2. When the office of the Controller of Examinations is either vacant by reasons of either illness or absence or any other is unable to perform the duties of the office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint from among the teachers / officers.

3. Controller of Examinations will formulate a policy and process documents for conduct of examinations at the University and get it approved from the Academic Council.
4. The Controller of Examination shall control the conduct of Examination and all other necessary arrangements and execute all processes connected with examination and declaration of results after approval from the competent authority.
5. The powers and duties of the Controller of Examinations shall be the as specified in the ordinances of the University or as assigned by the Vice Chancellor/ Registrar.
6. The Controller of Examination will report to the Vice-Chancellor/Registrar.

#### 6. Controller of Records

- (1) The Controller of Records will be an officer of the University and shall be appointed by the Board of Management through a duly constituted committee nominated by the Board of Management from amongst the Officers of the University/or outside with suitable qualifications and experience as approved by the Governing Body.
- (2) When the office of the Controller of Records is either vacant by reasons of either illness or absence for any other cause, unable to perform the duties of the office, the duties of the office shall be performed by such person that the Vice-Chancellor may appoint from any one among the teachers/officers for the purpose.
- (3) The Controller of Records will report to the Registrar for assignment of duties/ responsibilities.
- (4) The Controller of Records shall control all records of the University relating to Academics, Admissions, Results, Degrees and make all other necessary arrangements and execute all processes connected with records after approval from the competent authority.
- (5) The powers and duties of the Controller of Records shall be as specified in the Ordinances of the University.
- (6) The Controller of Records will report to the Vice-Chancellor/Registrar for assignment of duties and responsibilities.

#### 7. Librarian

The Librarian shall be a full time salaried officer of the University and his appointment will be made following the procedure as laid down through clause (3) to (9) of Statute No. 18 for the teachers.

The qualification of the Librarian shall be as per UGC norms and as approved by the Board of Management from time to time.

The functions and responsibilities of the Librarian shall be as specified in the Ordinances/Regulations of the University from time to time. The pay scale will be as per UGC norms.

#### 8. Deputy / Assistant Librarians

The Assistant Librarians shall be recruited following the procedure, qualifications and salary as per UGC norms and approved by the Governing Body / Academic / Council of the University. The appointment will be made in the same way as that of the Librarian.

The powers and responsibilities of the Librarian shall be as specified in the Ordinances/Regulations of the University from time to time.

He may officiate as Librarian in the absence of Librarian if appointed to do so by the Vice-Chancellor. He should report to the Librarian for his duties.

#### 9. Deputy / Assistant Registrars

The Deputy/Assistant Registrars shall be the officers of the University appointed by following the procedure, terms, qualifications and salary as per UGC norms and as approved by the Governing Body from time to time.

The Deputy & Assistant Registrar will report to the Registrar for their assignments and duties.

#### 10. Director Physical Education

The Director Physical Education shall be a full time salaried officer of the University and his appointment shall be made according to the procedure, qualifications and salary as prescribed by the University Grant Commission and by the Governing Body / Academic Council from time to time.

He will take all actions necessary to promote/organise sports facilities and advise to the campus and work for all round development of students. He will report to the Vice Chancellor for his duties/assignments.

#### 11. Sports Officers

The Sports Officers shall be full-time salaried officers of the University and their appointment shall be made following the procedure, terms, qualifications and salary prescribed by the UGC and Governing Body / Academic Council from time to time.

They will assist the Director, Physical Education in the day-to-day work and report to him.

### STATUTE No. 15

#### FACULTIES

1. The University shall include the following Faculties with various Departments/ Schools associated with them:

#### I Faculty of Business Management

1. Management
2. Retail / Insurance / Logistics and Supply Chain Management
3. International Business, Rural Management
4. Portfolio Management

#### II Faculty of Engineering

- |                                   |  |
|-----------------------------------|--|
| 1. Civil Engineering              | 2. Mechanical Engineering              |
| 3. Electrical Engineering         | 4. Electronics and Communication Engg. |
| 5. Electrical & Electronics Engg. | 6. Information Technology              |
| 7. Computer Science Engineering   | 8. Functional English                  |
| 9. Architecture                   | 10. Biotechnology                      |
| 11. Biomedical Engineering        | 12. Automobile Engineering             |
| 13. Engineering Physics           | 14. Software Engineering               |

#### III Faculty of Information Technology

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| 1. Computer Applications        | 2. Computer Science               |
| 3. Information Technology       | 4. Hardware & Networking          |
| 5. Internet & Mobile Technology | 6. Animation Science & Technology |

#### IV Faculty of Physical Science

- |                             |                                     |
|-----------------------------|-------------------------------------|
| 1. Physics                  | 2. Chemistry                        |
| 3. Mathematics              | 4. Geology                          |
| 5. Statistics               | 6. Criminology and Forensic Science |
| 7. Electronics              | 8. Nanotechnology                   |
| 9. Polymer Chemistry        | 10. Industrial Chemistry            |
| 11. Energy Studies          | 12. Computational Physics           |
| 13. Computational Chemistry | 14. Industrial Mathematics          |
| 15. Actuarial Science       |                                     |

#### V Faculty of Life Sciences

- |                   |                 |
|-------------------|-----------------|
| 1. Biotechnology  | 2. Microbiology |
| 3. Bioinformatics | 4. Botany       |



- |                         |                     |
|-------------------------|---------------------|
| 5. Zoology              | 6. Bio-Chemistry    |
| 7. Bio-Science          | 8. Genetics         |
| 9. Limnology            | 10. Medical Science |
| 11. Paramedical Science | 12. Animal Science  |
| 13. Physiotherapy       |                     |

**VI. Faculty of Environmental Sciences**

1. Physics and Chemistry of Environmental Sciences.
2. Environmental Biotechnology
3. Environmental Management

**VII. Faculty of Law**

1. Law

**VIII. Faculty of Social Sciences**

- |  |                    |
|--|--------------------|
| 1. Economics                                   | 2. Sociology       |
| 3. Social Works                                | 4. Geography       |
| 5. Psychology                                  | 6. Home Science    |
| 7. Political Science and Public Administration | 8. Defence Studies |
| 9. Anthropology                                |                    |

**IX. Faculty of Commerce**

1. Commerce
2. Applied Economics and Business Management
3. Commerce including Accounting/Financial/Business/Insurance Mgt.)

**X. Faculty of Education**

- |                                   |                       |
|-----------------------------------|-----------------------|
| 1. Education                      | 2. Applied Psychology |
| 3. Physical Education             | 4. Yogic Science      |
| 5. Adult and Continuing Education |                       |

**XI. Faculty of Pharmacy**

1. Pharmaceutical Sciences, Pharma Management

**XII. Faculty of Humanities**

- |   |  |
|---|--|
| 1. English and other European Languages | 2. Hindi   |
| 3. Linguistics                          | 4. Philosophy                                    |
| 5. History                              | 6. Mass Communication                            |
| 7. Library and Information Science      | 8. Fine Arts including Music, Dance and Painting |

**XIII. Faculty of Design**

- |                       |                      |
|-----------------------|----------------------|
| 1. Fashion Design     | 2. Industrial Design |
| 3. Engineering Design | 4. Jewellery Design  |

**XIV. Faculty of Technology Management**

- |                              |  |
|------------------------------|--|
| 1. Technology Management     | 2. Industrial Safety & Occupational Management |
| 3. Infrastructure Management | 4. Disaster Mitigation and Management          |

Other Faculties as may be added from time to time after approval of appropriate Statute.

- (2) Each Faculty shall have such departments as may be assigned to it by the Academic Council from time to time.

#### STATUTE No. 16

##### CONSTITUTION, POWER AND FUNCTIONS OF FACULTIES' COMMITTEE

Each Faculty shall have a faculty committee, which shall consist of the following members namely:—

- (a) The Dean of the Faculty who shall be the Chairman.
- (b) The Head / Chairman of the Departments/School of Studies in the Faculty.
- (c) All Professors in the Faculty.
- (d) One Associate Professor and one Assistant Professor, by rotation according to seniority, from each Department/School in the Faculty.

The term of the Faculty shall be three years.

The following will be the power and functions of the Faculties:

1. To consider the syllabi prepared by the Board of Studies, and forward the same to the Academic Council for approval.
2. To co-opt eminent academicians / industrialists / scientists as members of the Faculty.
3. The Faculty shall have such powers and shall perform such duties as may be assigned to it by the Statutes and the Ordinances from time to time.
4. The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred by the Academic Council.

#### STATUTE No. 17

##### POWERS AND FUNCTIONS OF DEANS OF FACULTIES

There shall be a Dean for each Faculty. The Deans of the concerned Faculties shall be appointed by the Chancellor on the recommendation of the Vice-Chancellor :

Provided that:

- (1) The Dean shall be the Chairman of the Faculty and shall be responsible for the observance of the Statutes, the Ordinances and the Regulations relating to the Faculty.
- (2) The Dean shall be responsible for overall supervision and control of the organisation and the conduct of teaching and research work in the Departments / Schools.
- (3) The Dean of the Faculty shall exercise other such powers and perform other such functions and duties as may be assigned by the Governing Body / Chancellor / Vice-Chancellor.
- (4) In case a person from outside the University is appointed the procedure for appointment shall be the same as that for the appointment of a Professor; the emoluments will be as decided by the Board of Management. A person from the faculty being appointed as Dean will receive an allowance as decided by the Board of Management.

#### STATUTE No. 18

##### APPOINTMENT OF TEACHERS OF THE UNIVERSITY

- (1) For teaching positions in the University, namely the Professors, Associate Professors, Assistant Professors and Sr. Lecturers, the Vice-Chancellor may recommend to the Board of Management, the filling up of the vacancies available in different departments of the University from time to time.

If there is no consensus, the decision of majority of members present will prevail.

1. The Board of Management shall formulate policies, terms and conditions of appointment (and service) of faculty members and of other employees from time to time and with the approval of the Chancellor.
2. A Standing Committee may be constituted by the Governing Body comprising members of Governing Body, Vice-Chancellor, Registrar, or as considered appropriate to formulate and review these policies and terms and conditions from time to time.

3. The Standing Committee will periodically review the terms and conditions to ensure attracting and retaining the best talent at ITM University and submit its recommendations to the Governing Body for approval.
4. All appointments at the University will be made as per terms and conditions approved for the respective positions, with the approval of the Chancellor. The appointment letter for all these approved appointments will be issued by the Chancellor of Committee of two Governing Body members nominated by the Chancellor.

#### STATUTE No. 20

##### STANDING COMMITTEE OF GOVERNING BODY/BOARD OF MANAGEMENT/ACADEMIC COUNCIL

- (1) The Governing Body, Board of Management and Academic Council may constitute respective Standing Committees of the University with the Chancellor/ Vice-Chancellor as the Chairman.
- (2) The Registrar shall act as the Member Secretary of these Standing Committees.
- (3) Meeting of the Standing Committees shall be convened as and when required.  
One-half of the members of the Standing Committee shall constitute the quorum.
- (4) Notice for the meeting of the Standing Committee along with the agenda will be served to all members at least three days in advance of the meeting. However, an emergent meeting of the Standing Committees can be called as and when required, with one hour notice.
- (5) All Authorities in clause (1) above can delegate any power vested in them to the Standing Committee with the approval of the Governing Body.
- (6) The Chancellor and the Vice-Chancellor can delegate some powers vested in them, such delegation will be as per the Statutes and shall be reported to the Governing Body.
- (7) The Officers, other than Chancellor and Vice-Chancellor, can delegate the powers vested in them with the approval of the Vice-Chancellor.

#### STATUTE No. 21

##### BOARD AND COMMITTEES

The Governing Body, the Board of Management, the Academic Council, and the Faculty may constitute boards or committees consisting of the members of the authority making such boards and committees and other such persons (if any as that authority in each case may think fit) and any such board or committee may deal with any subject assigned to it subject to subsequent confirmation by the authority which appointed it.

#### STATUTE No. 22

##### EXAMINATION COMMITTEE

- (1) The Examination Committee shall be responsible for all aspects of the examinations of the University and shall consist of the following members:
 

(i) Dean Academic Affairs	Chairman
(ii) Dean of all the Faculties	Member
(iii) One senior teacher of each Department to be nominated by the HOD.	Member
(iv) Controller of Examinations	Member Secretary.

The quorum of the Board will be half the members.

- (2) The Board of Studies of the department shall recommend to the Vice-Chancellor, the names of examination paper setters, moderators and examiners of different subjects. The Vice-Chancellor shall have the right to approve, add or delete names in the proposed list and send the final list to the Controller for implementation.

**STATUTE No. 23****BOARD OF STUDIES**

- (1) There shall be a Board of Studies for each department comprising of:—
  - (a) The Dean of concerned faculty – Chairman.
  - (b) The Head of the Department – Member.
  - (c) Two teachers of the concerned department.
  - (d) One senior teacher as member to be nominated and co-opted by the Board of Studies from outside the University from academia/ industries.
  - (e) The Vice-Chancellor may invite some outside experts on the recommendation of the Head / Chairman of the concerned Department.

The term of members under categories (c), (d) and (e) will be three years.

The Board of Studies may co-opt an outside expert member from outside the Universities.

- (2) The term of the co-opted members of the Board of Studies shall be three years.
- (3) The Vice-Chancellor can constitute the Board of Studies for the subjects to be started by the University.
- (4) Detailed syllabi of different courses of each department shall be prepared by the Board of Studies and be submitted to the Faculties' Committee for its consideration and forwarding the same to the Academic Council for approval and subsequent publication.
- (5) Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for approval.
- (6) The meetings of the Board of Studies shall be arranged at least once in a year.
- (7) The HOD of the department will act as Chairman, Board of Studies, in the absence of the Chairman of Board of Studies.

**STATUTE No. 24****NUMBER OF SEATS IN DIFFERENT COURSES/SUBJECTS AND PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS**

- (1) The number of seats in different courses/subjects shall be as per the Act and norms specified by the Regulatory Bodies such as AICTE/ NCTE/ MCI/ BCI etc. and as approved by Academic Council/ Board of Management.

The fee structure of the University will be finalised as per Section 36 of the Act and its subsequent amendments as follows.

- (2)
  - (a) The university may, from time to time, prepare fee structure and shall send it for information to the Government, at least 30 days before the commencement of the academic session.
  - (b) The fee structure for the 25% of the students who are domicile of Haryana shall be based on merit-cum-means and be as follows: -
    - (i) 5% out of the 25% shall be granted full fee exemption.
    - (ii) 10% out of the 25% shall be granted 50% fee concession.
    - (iii) The balance 10% of the 25% shall be granted 25% fee concession.
  - (c) The university shall not charge any fee, by whatever name called, other than that prescribed as per clause (a) and (b) above.

**STATUTE No. 25****CONVOCATION**

- (1) The Convocation for the award of the Degrees, Diplomas, Certificates and other Distinctions of the University shall normally be held annually.
- (2) The Academic Council shall frame Regulations relating to the format of the Degree and Diploma, Documents, Certificates and Citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding convocation.
- (3) Special convocations may also be arranged with approval of the Chancellor to award Honorary degrees/ Academic distinctions to distinguished persons.

**STATUTE No. 26****CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS**

- (1) Proposal of conferring an Honorary Degree or Academic Distinction to a distinguished personality shall be made in writing, alongwith the Bio-data of the proposed recipient, by a Faculty or any other official to the Chairman of the Academic Council.
  - (a) On receipt of the proposal, a special meeting of the Academic Council or its standing committee will be called to consider the proposal.
  - (b) The decision of the Academic Council will be referred to the Governing Body for recommending the approval of the Visitor.
  - (c) The conferment of honorary degree or distinction shall be subject to the prior approval of the Visitor.

**STATUTE No. 27****STUDENTS CLASS COMMITTEES**

- (1) The Students' Class Committee will function as a forum for feedback on the Students' issues and their welfare.
- (2) The Vice-Chancellor shall appoint on the Students Class Committee five students from each class in various Department/Faculty, who should be full time students in the University and have secured a minimum of 75% attendance; the students should be also academically outstanding.
- (3) The Vice-Chancellor can also decide to involve other categories of students in the Students' Class Committee. Women should be given adequate representation in the Students Class Committee.
- (4) The Students Class Committee meetings will be held atleast once in a semester with the Dean (Academics Affairs), Dean of concerned faculty and HOD; other may be invited as required.

**STATUTE No. 28****CATEGORIES OF THE NON-TEACHING EMPLOYEES**

- (1) The following types of non-teaching employees will be employed by the University
  - (a) Permanent/Probationary employee
  - (b) Contractual employee
  - (c) Casual employee
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years, which can be extended, if necessary.
- (3) Contractual employee means an employee who is appointed on contract for a specific period as decided by the Chancellor.

- (4) Casual employee means an employee who is engaged on the basis of a Muster Roll.
- (5) The terms and service conditions of all the above three categories of employees and arbitration procedures shall be decided by the Board of Management as per regulations of the University from time to time.

#### STATUTE No. 29

##### ADMINISTRATION OF ENDOWMENT FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of the recurring nature; it can also establish the same on its own initiative.
- (2) The Finance Committee shall administer all the endowments under supervision of the Governing Body.
- (3) The award shall be made out of the annual income accruing from the endowments. Any part of the income which is not so utilised shall be added to the endowment.
- (4)
  - (a) The Finance Committee shall prescribe the conditions of depositing the endowment in a nationalised Bank/ other Banks.
  - (b) The value of endowment necessary for instituting an award shall be prescribed by the Governing Body.
- (5) In case any endowment is accepted by the Board of Management, it shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment, etc.
- (6) Approval of awardees for fellowships, scholarships, medals and prizes as per the specific regulations(s) for specific endowment will be given by the Registrar.

#### STATUTE No. 30

##### ADMISSIONS OF STUDENTS

- (1) Admission of the students will be made as per provisions of the Section 35 of the Haryana Private Universities Act 32 of 2006 as follows:—
  - (a) Admission in the university shall be made strictly on the basis of merit:

Provided that for the purpose of filling minority quota in the university established and administered by a minority community, the zone of consideration for determination of merit shall be limited only to the students belonging to that minority community.
  - (b) Merit for admission in the university may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the entrance test conducted at the State level either by an association of the universities conducting similar courses or by any agency of the State:

Provided that admission in professional and technical courses shall be made only through an entrance test.
  - (c) A minimum of 25% seats for admissions in the university shall be reserved for students of the State of Haryana, out of which 10% seats shall be reserved for students belonging to Scheduled Castes of the State of Haryana.

#### STATUTE No. 31

##### ANNUAL REPORT

- (1) The Annual Report of the University shall be prepared by the Board of Management/Finance Committee.
- (2) The Report shall be placed for approval to the Governing Body along with recommendation of Board of Management/Finance Committee.
- (3) A copy of the Annual Report shall be sent to the Visitor and to the State Government.

**STATUTE No. 32****ACTION AGAINST TEACHERS**

- (1) Where there is an allegation of misconduct against a teacher, the Chancellor/ Vice-Chancellor shall constitute a Fact Finding Committee and, if necessary, based on the finding of the Committee, may institute an Inquiry Committee for the purpose.
- (2) Based on the Fact Finding Committee/Inquiry Committee report, the Vice-Chancellor may decide the course of action depending on the severity of the misconduct; the action will be reported to the Board of Management.
- (3) An appeal against any action taken by the Vice-Chancellor or Board of Management can be made to the Chancellor within 30 days from the date of receiving the communication of the action taken.
- (4) For termination of services prior approval by the Chancellor or empowered Committee nominated by him will be necessary.

**STATUTE No. 33****ACTION AGAINST NON-TEACHING EMPLOYEES**

- (1) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a Fact Finding Committee and, if necessary, based on the finding of the Committee, may institute an Inquiring Committee for the purpose.
- (2) Based on the Fact Finding Committee/Inquiry Committee report, the Registrar may decide the course of action. However, he should get prior approval of the Chancellor or nominated Committee before termination of services.
- (3) An appeal against any action taken by the Registrar can be made to the Chancellor within 30 days from the date of receiving the communication of the action taken.

**STATUTE No. 34****ARBITRATION****Appointment of an Arbitrator:—**

In case of any dispute between University and officers, teachers, employees and students, the same shall be adjudicate upon by the Committee constituted by the Board of Management in the regard. If still not resolved to the satisfaction of the parties the aggrieved party may invoke the arbitration clause and request the Chancellor in writing for appointment of an Arbitrator (to be appointed by the Chancellor) who shall appoint an Arbitrator within 30 days of the receipt of such request.

The provisions of the Arbitration and Conciliation Act, 1996 or any other statutory amendment made thereto would be applicable to the Arbitration proceedings.

**(1) Definitions**

In this Statute, unless the context otherwise requires,—

- (i) "Tribunal" means the Tribunal of Arbitration, and
- (ii) "Party" means the employee of the University, as the case may be, whose dispute is referred to the Tribunal of Arbitration.



(2) Equal treatment of parties:

The parties shall be treated with equality and each party shall be given a full opportunity to present his case:

Provided that if a Party so desires, he can present his case through a representative nominated by him with the approval of the Tribunal.

(3) Determination of rules of procedure :

- (i) The parties are free to agree on the procedure to be followed by the Tribunal in conducting its proceedings.
- (ii) Failing any agreement referred to in sub-clause (i) above, the Tribunal may conduct the proceedings in the manner it considers appropriate and such procedure shall be binding on the Parties.
- (iii) The power of the Tribunal under sub-clause (ii) includes the power to determine the admissibility, relevance, materiality and weight of any evidence.

(4) Place of arbitration:

The place of arbitration shall be at Gurgaon :

Provided that the Tribunal can meet at any other place where the University offices are located for purpose of consultation among its members, for hearing witnesses, Expert witnesses or the parties, or for inspection of documents. etc.

(5) Commencement of arbitral proceedings:

Unless otherwise agreed by the parties, the arbitral proceedings in respect of a particular dispute commence on the date on which a request for that dispute to be referred to arbitration is received by the respondent.

(6) Language:

- (i) The parties may agree upon the language or languages to be used in the proceedings of the Tribunal.
- (ii) In the absence of such an agreement, the proceedings shall be conducted either in English or in Hindi.
- (iii) The Tribunal may direct that any documentary evidence shall be accompanied by a translation into the language or languages agreed upon by the parties or determined by the Tribunal.

(7) Statements of claim and defence:

- (i) Within the period of time agreed upon by the parties or determined by the Tribunal the claimant shall state the facts supporting his claim. The points at issue and the relief or remedy sought, and the respondent shall state his defence in respect of these particulars unless the parties have otherwise agreed as to the required elements of those statements.
- (ii) The parties may submit with their statements all documents they consider to be relevant or may add a reference to the documents of other evidence they will submit.
- (iii) Unless otherwise agreed by the parties, either party may amend or supplement his claim or defence during the course of the proceedings unless the Tribunal considers it inappropriate to allow the amendment or supplement having regard to the delay in making it.

(8) Hearings and written proceedings:

- (i) Unless otherwise agreed by the parties, the Tribunal shall decide whether to hold oral hearings for the presentation of evidence or for oral argument, or whether the proceedings shall be conducted on the

basis of documents and other materials :

Provided that the Tribunal shall hold hearings, at an appropriate stage of the proceedings, on a request by a party, unless the parties have agreed that no oral hearing shall be held.

- (ii) The parties shall be given sufficient advance notice of any hearings and of any meeting of the Tribunal for the purpose of inspection of documents and other relevant material.
- (iii) All statements, documents or other information supplied to, or applications made to the Tribunal by one party shall be communicated to the other party, and any expert report or documents on which the Tribunal may rely in making its decision shall be communicated to the parties.

(9) Default of a party:

Unless otherwise agreed by the parties, where, without showing sufficient cause.

- (a) the Claimant fails to communicate his statement of claim in accordance with Sub-Clause (i) of Clause (6), the Tribunal shall terminate the proceedings;
- (b) the respondent fails to communicate his statement of defence in accordance with Sub-Clause (i) of Clause (6), the Tribunal shall continue the proceedings without treating the failure in itself as an admission of the allegations by the claimant;
- (c) a party fails to appear at an oral hearing or to produce documentary evidence. The Tribunal may continue the proceedings and make the award on the evidence before it.

**STATUTE No. 35**

**RESIGNATION**

Any resignation rendered by any employee shall be processed as per the terms & conditions of Service, and Regulations prescribed for the purpose from time to time.

**STATUTE No. 36**

**SELF FINANCED**

The University will be self financed and shall not be entitled to receive any regular grants or financial assistance from the Government or any Board/ Corporation owned and controlled by the government, for its functioning.

This will not however restrict the University from receiving financial support/ grants from the government/other Government agencies public and private industries/organisations as per regulations for activities instituted at its behest or for funding any special project undertaken as per directions of Board of Management, including new need based courses, consultancy, testing, extension work, in-service programmes etc.

**STATUTE No. 37**

**EXEMPTION FROM FEES AND AWARD OF SCHOLARSHIPS/ FELLOWSHIPS**

The Board of Management may formulate a regulation on the exemption of fees and award of scholarships/ fellowships; the basis will be merit or merit-cum-means subject to approval for availability of such fund from Finance Committee.

## HIGHER EDUCATION DEPARTMENT

The 20th January, 2011

**No. KW 20/7-2008 UNP (5).**—In exercise of the powers conferred by Sub-section (5) of Section 30 of Haryana Private Universities Act, 2006 and all other powers enabling him in this behalf, the Governor of Haryana hereby allows O.P. Jindal Global University, Village Jagdishpur, District Sonapat to frame its First Statute.

S. S. PRASAD,  
Financial Commissioner and Principal Secretary to  
Government, Haryana,  
Higher Education Department.

**THE FIRST STATUTES OF  
O. P. JINDAL GLOBAL UNIVERSITY**

**Chapter 1 - General Provisions****1. Definitions**

In these Statutes, unless the context otherwise requires

- (a) "Academic Council" means the Academic Council of the University;
- (b) "Academic Staff" means a Teacher or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study of the University or in any Institution or School maintained by the University;
- (c) "Administrative Staff" means any person who is an employee of the University, other than a Teacher, who is primarily responsible for dealing with the administrative matters of the University;
- (d) "Authorities" mean the authorities of the University within the meaning of Section 18 of the Haryana Act;
- (e) "Governing Body" means the Governing Body of the University;
- (f) "Board of Management" means the Board of Management of the University;
- (g) "Board of Studies" means the Board of Studies of each School;
- (h) "Central Government" means the Government of India;
- (i) "Chancellor", "Vice Chancellor" and "Pro-Vice Chancellor" mean, respectively, the Chancellor, Vice Chancellor and Pro-Vice Chancellor of the University;
- (j) "Department" means an Academic Department of a School of the University;
- (k) "Dean" means the Head of a School of the University;
- (l) "Employee" includes any person employed by the University to work in the University, or its study centres and includes a Teacher, Officer (other than the Visitor and a Visiting Teacher) and any other employee of the University ;
- (m) "Finance Committee" means the Finance Committee of the University;
- (ml) "Government" means the Government of Haryana;
- (n) "Haryana Act" means the Haryana Private Universities Act, 2006;
- (o) "Institution" means an academic institution maintained by the University;
- (p) "International Board of Advisors" means the International Board of Advisors of the University;
- (q) "Non-Academic and Non-Administrative Staff" means an employee of the University Staff;
- (r) "Officer" means an Officer of the University;
- (s) "Off Campus Centre" means a centre of the University established by it outside the main campus, operated and maintained as its constituent unit, having the University's complement of facilities, faculty and staff;

- (t) "Postgraduate Certificate" means any postgraduate course of study leading to a certificate or diploma other than a postgraduate degree;
- (u) "Postgraduate Degree" means any Doctor of Philosophy, Master of Philosophy, Masters Degree and any Honorary Degrees thereof;
- (v) "Prescribed" means prescribed by the Haryana Act, Ordinances, Statutes or Regulations;
- (w) "Registrar" means the Registrar of the University and includes the Joint Registrar;
- (x) "Regulations" means the Regulations made by any authority of the University for the time being in force;
- (y) "Sansthan" means the Om Prakash Jindal Gramin Jan Kalyan Sansthan;
- (z) "School" means a school of the University, which may consist of one or more academic departments;
- (aa) "Sponsoring body" in relation to the University means Om Prakash Jindal Gramin Jan Kalyan Sansthan registered under the Societies Registration Act, 1860 (Central Act 21 of 1860);
- (bb) "State" means the State of Haryana;
- (cc) "Statutes," "Ordinances", "Regulations" and "Rules" mean, respectively, the Statutes, Ordinances, Regulations and Rules of the University for the time being in force;
- (dd) "Student" means a person seeking to be admitted or duly admitted as a full-time or part-time student in any School or Institution of the University in accordance with the Regulations to undergo a course of study or research leading to a degree or diploma or certificate of the University;
- (ee) "Teacher" means a Professor, Associate Professor, Assistant Professor of the University;
- (ff) "Undergraduate Degree" means any Bachelor's Degree;
- (gg) "University" means the O.P. Jindal Global University; and
- (hh) "Visiting Teacher" means a visiting Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study of the University or in any Institution or School maintained by the University;
- (ii) "Visitor" means the Visitor of the University;
- (jj) Any reference to "any Officer, Authority, Body, Committee or Board" in this Statute, where the context allows, may include the following:
  - (1) Any Officer of the University within the meaning of Section 8 of the Haryana Act;
  - (2) Any authority of the University within the meaning of Chapter 3 of these Statutes;
  - (3) Any Committee or Board of the University within the meaning of Chapter 4 of these Statutes;
  - (4) Any Schools of the University;
  - (5) The Library of the University;
  - (6) Bodies managing Students Residences;
  - (7) The Internal Audit Unit;
  - (8) Academic Records Office; or
  - (9) Any Officer, Authority, Body, Committee or Board to be appointed or established.

### Chapter 2 – Officers of the University

#### 2. Officers of the University

The following shall be the Officers of the University:

- (1) the Visitor;
- (2) the Chancellor;
- (3) the Vice Chancellor;

- (4) the Pro-Vice Chancellors;
- (5) the Registrar;
- (6) the Joint Registrar;
- (7) the Chief Finance and Accounts Officer;
- (8) the Chief Internal Auditor;
- (9) the Controller of Examinations;
- (10) the Director of the Library;
- (11) the Proctor;
- (12) the Human Resources Officer;
- (13) the Facilities Management Officer;
- (14) the Communications Officer;
- (15) Deans of Schools;
- (16) Heads of Departments; and
- (17) Such other officers of the University who are included as such from time to time by the Haryana Act, any Act of the Government of India or any Statutes, Ordinances, Regulations or Rules.

### 3. Visitor

- (1) The Governor of Haryana shall be the Visitor of the University.
- (2) The Visitor shall have the powers as specified under the Haryana Private Universities Act, 2006 as follows:
  - (a) when present, he shall preside over the convocation of the university for conferring degrees and diplomas;
  - (b) to call for any paper or information relating to the affairs of the university; and
  - (c) on the basis of the information received under clause (b), if he is satisfied that any order, proceeding, or decision taken by any authority of the university is not in conformity with the provisions of this Act, Statutes, Ordinances, Regulations or Rules, he may issue such directions as he may deem fit in the interest of the university and the directions so issued shall be complied with by the University.

### 4. Chancellor

- (1) The Chancellor of the University shall be appointed by the Sansthan for a period of three years with the approval of the Visitor by following such procedures and on such terms and conditions as may be prescribed by the Rules made by the Government under clause (d) to Sub-section (2) of Section 47 of the Haryana Act.
- (2) If the office of Chancellor becomes vacant due to death, resignation or otherwise, or if the Chancellor is unable to perform his or her duties due to illness or any other cause, the Governing Body shall appoint a new Chancellor as per the Rules mentioned under Sub-section (1) above.
- (3) The Chancellor shall have the powers as specified under the Haryana Private Universities Act, 2006, as follows:
  - (a) to call for any information or record;
  - (b) to appoint the Vice-Chancellor;
  - (c) to remove the Vice-Chancellor in accordance with the provisions of Sub-section(7) of Section 17 of the Haryana Private Universities Act, 2006.
- (4) Subject to the provisions of the Haryana Act, the Chancellor shall have the following additional powers:
  - (i) If in any case it appears to the Chancellor that any decision or order of any officer, authority, committee or board should be modified, annulled, reversed or remitted for reconsideration by such officer, authority, committee or board, the Chancellor may pass orders accordingly.

- (ii) The Chancellor may delegate any of the Chancellor's powers to the Vice Chancellor or a designee in consultation with Governing Body.

## 5. Vice Chancellor

- (1) The Vice Chancellor shall be a person qualified to be appointed as a Professor.
- (2) The Vice Chancellor shall be a full-time salaried officer of the University.
- (3) The Vice Chancellor shall be appointed by the Chancellor from a panel of three persons recommended by the Governing Body for a period of three years. He or she shall be eligible for re-appointment for another term of three years. Provided further that a Vice Chancellor shall continue to hold the office even after the expiry of his term till new Vice Chancellor joins. However, in any case this period shall not exceed one year.
- (4) If the office of the Vice Chancellor becomes vacant due to death, resignation or otherwise or if the Vice Chancellor is unable to perform his or her duties due to illness or any other cause, the Chancellor shall appoint an acting Vice Chancellor who shall be Pro-Vice Chancellor (Academic) or the senior most Professor of the University for not more than one year until the existing Vice Chancellor resumes his or her duties or until a new Vice Chancellor assumes office, whichever is earlier.

## 6. Powers and functions of the Vice Chancellor

- (1) The Vice Chancellor shall have the powers as specified under the Haryana Private Universities Act, 2006, as follows:
  - (a) The Vice Chancellor shall be the principal executive and academic officer of the university and shall exercise general superintendence and control over the affairs of the university and shall execute the decisions of various authorities to the university.
  - (b) In the absence of both the Visitor and the Chancellor, the Vice Chancellor shall preside over the convocation of the university.
- (2) Subject to provisions of the Haryana Act, the Vice Chancellor shall have the following additional powers and functions:
  - (a) The Vice Chancellor shall ensure compliance with the provisions of the Haryana Act, Statutes, Ordinances, Regulations and Rules of the University.
  - (b) All powers relating to the proper maintenance and discipline of the University shall be vested in the Vice Chancellor.
  - (c) The Vice Chancellor may provide for appointment of Visiting Fellows, Emeritus and Emerita Professors and Visiting Professors and for Fellowships, Scholarships, Studentships, Medals and Prizes.
  - (d) The Vice Chancellor shall exercise all other powers as may be delegated by the Chancellor.
  - (e) The Vice Chancellor shall have the power to re-delegate some of his or her powers to any of his or her subordinate officers as prescribed by the Statutes.
  - (f) The Vice Chancellor shall have the power to convene or cause to be convened meetings of the various authorities, bodies, Committees and Boards of the University for which he or she is the Chair.
  - (g) The Vice Chancellor shall have the power to appoint the Pro-Vice Chancellors in consultation with the Board of Management.
  - (h) The Vice Chancellor shall have the power to fix emoluments and other terms and conditions of service of all academic and administrative staff in accordance with the budget approved by Governing Body.
- (3) If, in the opinion of the Vice-Chancellor, it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Act, he may take such action as he may deem necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter:

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor then such case shall be referred to the Chancellor whose decision thereon shall be final:

Provided further that where any such action taken by the Vice-Chancellor affects any person in the

service of the university, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Board of Management and the Board of Management may confirm or modify or reverse the action taken by the Vice-Chancellor.

(4) If, in the opinion of the Vice-Chancellor, any decision of any authority of the university is beyond the scope of the powers conferred by this Act, Statutes, Ordinances, Regulations or Rules or is likely to be prejudicial to the interests of the university, he shall direct the concerned authority to revise its decision within fifteen days from the date of such direction and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the Chancellor and his decision thereon shall be final.

(5) The Vice-Chancellor shall exercise such powers and perform such duties as may be specified by the Statutes or the Ordinances.

(6) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice-Chancellor is not in the interest of the university, the Chancellor may, by an order in writing stating the reasons therein, ask the Vice Chancellor to relinquish his office from such date as may be specified in the order:

Provided that before taking an action under this Sub-section, the Vice Chancellor shall be given an opportunity of being heard.

#### 7. Pro-Vice Chancellors

- (1) There may be two Pro-Vice Chancellors of the University.
  - (a) Pro-Vice Chancellor (Academic)
  - (b) Pro-Vice Chancellor (Institution Development)
- (2) The Pro-Vice Chancellor (Academic) must be a person qualified to be appointed as a Professor.
- (3) The Pro-Vice Chancellor (Institution Development) must be a person with relevant experience in academia and human resources management.
- (4) The Pro-Vice Chancellors shall be full-time salaried officers of the University appointed by the Vice Chancellor in consultation with the Board of Management. The appointment of the Pro-Vice Chancellor shall be co-terminus with the appointment of the Vice Chancellor for a period of three years renewable for another period of three years.
- (6) The Pro-Vice Chancellors shall perform such duties and exercise such functions and powers as the Vice Chancellor may specify generally or in individual cases and shall assist the Vice Chancellor on all matters academic and administrative.
- (7) When the Vice Chancellor is on leave or is otherwise unable to exercise his or her powers and perform his or her duties and in the absence of any acting Vice Chancellor, the Pro-Vice Chancellor (Academic) or the seniormost Professor in the University shall exercise such powers and perform such duties of the Vice Chancellor.

#### 8. Registrar

- (1) The Registrar must have requisite qualifications and sufficient administrative experience to be appointed as a Registrar of an academic institution as specified by the Regulations.
- (2) The Registrar shall have the powers as specified under the Haryana Private Universities Act, 2006, as follows:
  - (a) the Registrar shall sign all contracts and authenticate all documents and records on behalf of the university;
  - (b) the Registrar shall be the Member-Secretary of the Governing Body, Board of Management and Academic Council but shall not have a right to vote.
- (3) The Registrar shall be a full-time salaried officer of the University and shall be appointed by the Chairperson of the Sansthan on the recommendation of the Vice Chancellor in consultation with one of the Pro-Vice Chancellors.

- (4) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- (5) The Registrar shall be the Member Secretary of the Governing Body, Board of Management and the Academic Council, but shall not have any voting rights in the Governing Body, Board of Management and the Academic Council.
- (6) The Registrar shall be directly responsible to the Vice Chancellor or his or her delegate.

#### 9. Powers and functions of the Registrar

(1) The Registrar shall be the custodian of the records, the common seal, the funds of the University and such other property of the University as the Board of Management may commit to Registrar's charge.

(2) In addition to the powers and duties mentioned under Section 18 of the Haryana Act, the duties of the Registrar shall be as follows :

- (i) to conduct the official correspondence on behalf of the authorities of the University;
- (ii) to issue notices to convene meetings of the authorities of the University and all committees and sub committees appointed by any of these authorities;
- (iii) to keep the minutes of the meetings of all the authorities of the University and of all the committees and sub committees appointed by any of these authorities;
- (iv) to conduct the official correspondence of the Board of Management and the Academic Council;
- (v) to enter into agreements, sign documents and authenticate records on behalf of the University;
- (vi) to hold in special custody the common seal, records, books and documents and other such property of the University as specified by the Board of Management;
- (vii) to safeguard and maintain the buildings, gardens, offices, canteens, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the University; and
- (viii) to represent the University when authorized by the Board of Management in suits or proceedings by or against the University, sign powers of attorney and plead or depute his or her representatives for this purpose;
- (ix) to head the Academic Regulations and Records Office, maintain the student records including the academic records and personal information records and keep proper record of Academic Regulations of the University subject to the supervision of the Academic Council;
- (x) to perform such other duties as may be specified in the Statutes Ordinances, or Regulations as may be specified by the Governing Body, Board of Management or the Vice Chancellor from time to time.

#### 9A. Joint Registrar

- (1) There may be a Joint Registrar who must have requisite qualifications and relevant experience to be appointed as a Joint Registrar of an academic institution as specified by the Regulations.
- (2) The Joint Registrar shall be a full-time salaried officer of the University and shall be appointed by the Sansthan on the recommendations of a Selection Committee constituted under Section 36(4) of this Statute.
- (3) The Joint Registrar shall have all such powers, duties and functions as are delegated to him or her by the Registrar or allotted by the Vice Chancellor or his or her delegate.

#### 10. Chief Finance and Accounts Officer

- (1) There shall be a Chief Finance and Accounts Officer who must have requisite qualifications and relevant experience to be appointed as Chief Finance and Accounts Officer of an academic institution as specified by the Regulations.
- (2) The Chief Finance and Accounts Officer shall be a full-time salaried officer of the University and shall be appointed by the Chancellor on the recommendations of the Vice Chancellor in consultation with one of the Pro-Vice Chancellors.



- (3) The Chief Finance and Accounts Officer shall work under the supervision of the Vice Chancellor and shall be accountable to the Governing Body and the Board of Management. He or she shall be the ex-officio non-Member Secretary of the Finance Committee. He or she shall advise to the Vice Chancellor on financial matters.
- (4) Subject to the control of the Governing Body, the Chief Finance and Accounts Officer shall manage the assets and investments of the University. The Chief Finance and Accounts Officer shall be responsible for the preparation of annual estimates and statements of accounts for submission to the Finance Committee and the Governing Body.

#### 11. Powers and Functions of the Chief Finance and Accounts Officer

- (1) The duties of the Chief Finance and Accounts Officer shall include the following:
  - (i) to exercise general supervision over the funds of the University and shall advise the Vice Chancellor as regard its financial policy;
  - (ii) to hold and manage the property and investments including trust and endowed property for furthering the objects of the University;
  - (iii) to see that the limit fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
  - (iv) to receive all moneys for the use and benefit of the University within the mandate and objectives of the University;
  - (v) to watch the progress of collection of revenue and advise on the methods of collection employed;
  - (vi) to make payments sanctioned under each head of budget as approved by the Governing Body or Board of Management or as authorized by a competent authority designated by the Vice Chancellor;
  - (vii) to prepare interim reports for the Vice Chancellor and Finance Committee;
  - (viii) to prepare in consultation with the Vice Chancellor and subject to amendments and approval of the Finance Committee an annual budget of current and capital income and expenditure of the University including both formal and non-formal education and auxiliary units, for submission to the Board of Management;
  - (ix) to invest University funds in consultation with the Finance Committee and the approval of the Governing Body;
  - (x) to see that the registers of buildings, land, furniture and equipment are maintained up to date and that the stock-checking is conducted of equipment and other consumable materials in all offices, centres, laboratories, libraries, schools and institutions maintained by the University;
  - (xi) to call for explanation from the concerned officer or authority, body, committee or board for unauthorised expenditure and for other financial irregularity that comes or brought to its notice and to suggest disciplinary action against the persons at fault;
  - (xii) to represent the University in all legal matters pertaining to finance and taxation;
  - (xiii) to provide for at least one annual audit of all the accounts of the University;
  - (xiv) to review the reports and findings of the Internal Audit Unit; [See Section 33(3) of this Statute]
  - (xv) to make recommendations to the Governing Body on the appointment of auditors and oversee the financial audit of the University audit accounts
  - (xvi) to perform such other duties as may be required by the Statutes, Ordinances, Regulations and Rules or the Vice Chancellor or his or her delegate; and
  - (xvii) to call for from any office or school or institution under the University any information or returns that he or she may consider necessary to discharge his or her financial responsibilities.
- (2) The Chief Finance and Accounts Officer shall not incur any expenditure or make any investment exceeding Rs. 10,000,000 without the previous approval of the Governing Body.

- (3) The receipt of the Chief Finance and Accounts Officer or of the person or persons duly authorised in this behalf by the Governing Body for any money payable to the University shall be sufficient discharge for such sum payable.
- (4) When the office of the Chief Finance and Accounts Officer is vacant or when the Chief Finance and Accounts Officer is absent by reason of illness or any other reason, the duties and functions of the Chief Finance and Accounts Officer shall be performed by such other person as the Vice Chancellor may appoint for this purpose.

#### **12. Controller of Examinations**

- (1) There may be a Controller of Examinations who must have requisite qualifications and relevant experience to be appointed as a Controller of Examination of an academic institution as specified by the Regulations.
- (2) The Controller of Examinations shall be a full-time salaried officer of the University appointed by the Vice Chancellor on the recommendations of a Selection Committee constituted under Section 36(4) of this Statute for such period and on such terms and conditions as prescribed by the Statute.
- (3) The Controller of Examinations shall report to the Registrar and shall be responsible for conducting examinations, assessments, tests or other forms of evaluation for courses taught in the University for granting Degrees, Diplomas, Certificates and other academic titles and distinctions, including those for the purpose of evaluation of candidates for admission to such courses, and declaring the results of such examinations, assessments, tests or other forms of evaluation.
- (4) The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed by the Statutes, Ordinances, Regulations and Rules or the Vice Chancellor or his or her delegate.

#### **13. Director of the Library**

- (1) There may be a Director of the Library who must have requisite qualifications and relevant experience to be appointed as a Director of the Library of an academic institution as specified by the Regulations.
- (2) The Director of the Library shall be a full-time salaried officer of the University appointed by the Vice Chancellor on the recommendations of a Selection Committee constituted under Section 36(4) of this Statute for such period and on such terms and conditions as may be prescribed.
- (3) The Director of the Library shall exercise such powers and perform such duties in respect of planning, managing and developing the library policies, systems and collection of library materials as may be necessary for the benefit of the University community or as may be assigned to him or her by the Vice Chancellor from time to time.
- (4) The Director of the Library shall exercise such other powers and perform such other duties as may be prescribed by the Statutes, Ordinances, Regulations and Rules or the Vice Chancellor.

#### **14. Proctor**

- (1) The Proctor may be a full-time salaried Teacher of the University with additional responsibilities, or he may be a full-time salaried officer of the university appointed by the Vice Chancellor on the recommendations of a Selection Committee constituted under Section 36(4) of this Statute for such period and on such terms and conditions as may be prescribed in the regulations.
- (2) The Proctor may exercise such powers and perform such duties in respect of maintenance of discipline among students as may be necessary or as may be assigned to him or her by the Vice Chancellor from time to time.
- (3) The Proctor may exercise such other powers and perform such other duties as may be prescribed by the Statutes, Ordinances, Regulations and Rules or by the Vice Chancellor or his or her delegate.

#### **15. Human Resources Officer**

- (1) There may be a Human Resources Officer who must have requisite qualifications and relevant experience to be appointed as a Human Resources Officer of an academic institution as specified by the Regulations.
- (2) The Human Resources Officer shall be responsible for the management of the Human Resources Office and shall be appointed by the Vice Chancellor on the recommendation of a Selection Committee constituted under Section 36(4) of this Statute.

- (3) The powers and functions of the Human Resources Officer shall be:
- (i) to assist the University and the Schools in the recruitment of both academic and non-academic staff of the University;
  - (ii) to advise the Vice Chancellor on compensation and benefits packages, including disbursement of salaries, travel and medical allowances and so forth for both academic and non-academic staff of the University;
  - (iii) to implement staffing policies under the supervision of the Vice Chancellor on the improvement and maintenance of staff quality through coordination of staff training development programmes, staff performance management programmes, staff consultation service, performance appraisal schemes and other staff related initiatives;
  - (iv) to keep proper records of personal data of both academic and non-academic staff and such other relevant data for the purpose of human resources management;
  - (v) to hire Non-Academic and Non-Administrative Staff, particularly for the maintenance, upkeep and safeguard of the property and assets of the University in accordance with the procedures set out in Section 4 of the Appendix;
  - (vi) to establish and monitor effective mechanisms of performance appraisal of employees of the University; and
  - (vii) to perform such other tasks pertaining to human resources management as required by the Statutes, Ordinances, Regulations and Rules or the Vice Chancellor or his or her delegate.

**16. Facilities Management Officer**

- (1) There may be a Facilities Management Officer who must have requisite qualifications and relevant experience to be appointed as a Facilities Management Officer of an academic institution as specified by the Regulations.
- (2) The Facilities Management Officer shall be responsible for the management of the Facilities Management Office, and shall be appointed by the Vice Chancellor on the recommendations of a Selection Committee constituted under Section 36(4) of this Statute.
- (3) The powers and functions of the Facilities Management Officer shall be:
  - (i) to design, operate, repair and maintain the buildings, structures and facilities of the University and to provide such other services as are essential for this purpose;
  - (ii) to provide security services for properties of the University, and for staff, students and their properties;
  - (iii) to provide logistics support for the operation of the University;
  - (iv) to efficiently handle waste disposal and energy management and adopt other appropriate measures to protect the University environment;
  - (v) to support the activities of Officers, Authorities, Bodies and Committees of the University;
  - (vi) to advise on and assist organization and management of necessary building projects of the University;
  - (vii) to perform such other tasks pertaining to facilities management as required by the Statutes, Ordinances, Regulations and Rules or the Vice Chancellor or his or her delegate.

**17. Public Relations and Alumni Officer**

- (1) There may be a Public Relations and Alumni Officer who must have requisite qualifications and relevant experience to be appointed as a Public Relations and Alumni Officer of an academic institution as specified by the Regulations.
- (2) The Public Relations and Alumni Officer shall report to Vice Chancellor. He shall be appointed by the Vice Chancellor on the recommendations of a Selection Committee constituted under Section 36(4) of this Statute.
- (3) The powers and functions of the Public Relations and Alumni Officer may be:
  - (i) to promote the image of the University;
  - (ii) to advise on the activities of the University that may have impact on its ongoing reputation;

- (iii) to be responsible for communication and liaison with the media, academic institutions, corporations and other associations and individuals for the benefit of the University;
- (iv) to draw public attention for projects and events of significance undertaken by the University;
- (v) to assist the Vice Chancellor in seeking donations for the University from individuals and associations; and
- (vi) to perform such other tasks pertaining to community relations and communication as required from time to time by the Vice Chancellor or his or her delegate.
- (vii) to establish and maintain an Alumni office, enroll all the old/past students of the university to form an Alumni Association so that through this forum /association they can establish a liaison with their Alma Mater. The Alumni Officer will hold annual meeting of this Association and apprise the alumni with the various activities of the university. This officer will also keep track of the placement and upward movement of the passed-out students, their professional growth, their contribution to national development and their general well-being. The old boys association or the alumni association shall reflect upon the success of the programs of the university.

#### **18. Deans of Schools**

- (1) The University shall have such Schools as may be specified in this Statute or subsequent Statutes.
- (2) Deans of Schools shall be appointed by the Vice Chancellor on the recommendations of a Selection Committee constituted under Section 36(2) of this Statute from the Professors of the School, or in their absence among Associate Professors, for a period of three years and he or she shall be eligible for reappointment.
- (3) Notwithstanding anything contained in Section 18(2), the Vice Chancellor or the Pro-Vice Chancellor can also act as the Dean of a School.
- (4) A Dean shall be the Head of the School and shall be responsible to the Vice Chancellor for the conduct and maintenance of the standards of teaching and research in the School.

#### **19. Powers and functions of Deans of Schools**

- (1) The Dean of a School shall be responsible for the establishment, maintenance and monitoring of academic standards in the school, and shall:
  - (i) preside at the meetings of the School;
  - (ii) submit proposals to the Governing Body for approval of new programmes of study and for the discontinuation of existing programmes of study;
  - (iii) monitor and review undergraduate programmes of study in the school and report on the running of such programmes to the Governing Body;
  - (iv) monitor and review research and post graduate programmes in the school and report on the running of such programmes annually through the Board of Graduate Studies to the Governing Body;
  - (v) decide on the minimum requirement for entry to particular programmes of study in the school;
  - (vi) guide Heads of academic departments of the school on the implementation of Academic Regulations;
  - (vii) establish Examination Boards to review assessments conducted in respect of programmes of study in the School;
- (2) The Dean of a School shall appoint external examiners and moderators of the Schools when necessary;
- (3) The Dean of a School may determine the recipients of prizes, scholarships, endowments and similar awards of the School.
- (4) The Dean of a School may establish such committee, as he or she deems appropriate to him or her in the exercise of his or her powers and functions.
- (5) The Dean of a School shall consider and make recommendations on all matters, which may be referred by the Vice Chancellor.
- (6) The Dean of a School shall fulfil such additional responsibilities and exercise such powers as may be assigned to him or her by Vice Chancellor.

- (7) The Dean of a School shall provide academic leadership and make decisions on all academic and administrative matters relating to the School.
- (8) The Dean of a School shall be responsible for the management of the financial and other resources allocated to the School.
- (9) The Dean of a School shall have the power to deal with all matters relating to the planning, development, implementation and monitoring of the academic work in the School.
- (10) When the office of a Dean of a School is vacant or when a Dean of a School is absent by reason of illness or any other reason, the duties and functions of such Dean shall be performed by such person as the Vice Chancellor may appoint for this purpose.
- (11) The Dean of a School shall have the right to attend and to speak at any meeting of the University or Committees of the School, as the case may be, on matters relating to that School, but shall not have the right to vote at the meeting unless he or she is a voting member of the relevant Authority, Body, Committee or Board.

## **20. Heads of Departments**

- (1) A School may, if necessary, establish Departments. Each Department shall be headed by its Head of Department.
- (2) The Heads of Departments must be qualified to be appointed as Professors or Associate Professors in the University.
- (3) The Heads of Departments shall be appointed by the Vice Chancellor on the recommendation of the Dean on the terms and conditions as prescribed.
- (4) The Heads of Departments shall report and shall be responsible to the Dean of the School for managing teaching, research, and other activities of the Department.
- (5) The Heads of Departments shall sanction leave for teaching and administrative staff in their respective Departments. However, a copy of the leave record shall be forwarded to the Registrar's Office for the purpose of records.
- (6) The Heads of Departments shall recommend confirmation, promotion and performance evaluation of employees in their Departments. The Heads of Departments' recommendations for confirmations and promotions of Academic staff and Administrative staff shall be sent to the Confirmation and Promotion Committee constituted to consider the promotion or confirmation of such staff.
- (7) The Heads of the Departments shall advise the Deans of Schools in writing as to the teaching load and subjects to be assigned to each member of the Academic staff in their Departments for the current year, including requirement of any new staff.
- (8) The Heads of Departments or their nominee shall ordinarily sign all orders for supply of materials or repairs. The Heads of Departments may in consultation with the concerned Dean delegate this function to another person during absences for short periods.
- (9) The Heads of Departments shall appoint the internal course examiners.
- (10) The Heads of Departments shall perform such other duties as may be assigned by the Dean.
- (11) Where there are no Departments in a School, the Dean of the School shall have all the powers and functions of a Head of Department set out in this section.

## **Chapter 3 – Authorities of the University**

## **21. Authorities of the University**

The following shall be the Authorities of the University:

- (a) The Governing Body;
- (b) The Board of Management;
- (c) The Academic Council;
- (d) The Finance Committee; and
- (e) Other authorities subsequently created under this Statute, Ordinances, Regulations or Rules.

**22. Governing Body**

- (1) The Governing Body shall consist of the following members:
  - (i) The Chancellor: Chair;
  - (ii) The Vice Chancellor;
  - (iii) The Secretary to the Education Department of the Government of Haryana, or in his or her absence, the Director of Higher Education of the Government of Haryana;
  - (iv) Five persons nominated by the Sansthan out of whom two shall be eminent educationists;
  - (v) One expert in management of technology from outside the University, nominated by the Chancellor;
  - (vi) One expert of finance, nominated by the Chancellor.
- (2) The five persons nominated by the Sansthan shall hold office for a term of three years and shall be eligible for reappointment.
- (3) The Governing Body shall meet at least three times each calendar year. The quorum of the meetings of the Governing Body shall be four, provided that the Secretary to Government, Haryana, Education Department or in his absence, Director, Higher Education shall be present in each meeting in which decisions on issues involving Government policies/instructions are to be taken.

**23. Powers of the Governing Body**

In addition to the powers vested in the Governing Body by virtue of the Haryana Act, the Governing Body shall also have the following powers and functions:

- (1) to review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University;
- (2) to advise the Chancellor in respect of any matter that the Chancellor refers to it for advice;
- (3) to maintain and fulfil the basic aims and objectives of the University as set out in Section 3 of the Haryana Act, and to determine and regulate the educational, research, financial and other policies of the University;
- (4) to consider and adopt resolutions on the annual report and annual accounts of the University, annual audits and the financial estimates;
- (5) to promote overall administration of the University and to appoint, discipline or dismiss the Officers of the University in accordance with the procedure laid down under the Haryana Act, this Statute, Ordinances, Regulations or Rules;
- (6) to manage the revenues of the University;
- (7) to provide for the raising, receiving, spending and borrowing of funds, placing investments and money of the University, for the keeping of a true and correct account and for annual audit of the same;
- (8) to provide for the custody and expenditure of special funds and investments, including provident funds;
- (9) to hold, buy, sell, hypothecate or otherwise acquire or dispose of property, movable, immovable or intellectual;
- (10) to receive grants, donations, contributions, gifts, prizes, scholarships, and other monies, to disburse grants and donations and to award prizes and scholarships;
- (11) to appoint representatives of the University to other institutions or organisations as may be desirable;
- (12) to appoint, in order to execute an instrument or transact any business of the University, any person as attorney of the University with such powers as it may deem fit;
- (13) to establish residences for the students of the University;
- (14) to purchase, take on lease, accept as gift or otherwise acquire any land, buildings or property which may be necessary or convenient for the purpose of the University, and on such terms and conditions as it may deem fit and proper, and to construct, alter and maintain any such land, buildings or property;
- (15) to transfer or accept transfers of any movable, immovable and intellectual property as needed to fulfil the aims and objectives of the University;

- (16) to make or authorize the making of Ordinances, Regulations and Rules;
- (17) to appoint committees and to delegate any of the above mentioned powers and duties to any Officer, authority and committee or employee of the University;
- (18) to make provisions for regulating its own business and procedures or those of the other Authorities;
- (19) to make provisions for the purpose of carrying out the objectives of the above sub-sections (1) to (18), and to carry out the work of University; and
- (20) to perform such other functions as may be prescribed from time to time.

#### **24. Board of Management**

- (1) The Board of Management shall consist of the following members:
  - (i) the Vice Chancellor as Chair;
  - (ii) the Secretary of the Education Department of the Government of Haryana, or in his or her absence, Director of Higher Education of the Government of Haryana;
  - (iii) Two members of the Governing Body, nominated by the Sansthan;
  - (iv) Three eminent educationists who are not the members of the Governing Body, nominated by the Sansthan;
  - (v) Three persons from amongst the teachers, nominated by the Sansthan; and
  - (vi) Two teachers, nominated by the Vice Chancellor.
- (2) The Vice Chancellor shall be the Chairperson of the Board of Management.
- (3) The Registrar or the Joint Registrar shall be the Secretary of the Board of Management but not a member of the Board.
- (4) The term of office for members of the Board of Management shall be three years.
- (5) The Board of Management shall meet at least once in every two months.
- (6) The quorum of the meetings of the Board of Management shall be five, provided that the Secretary of the Education Department of the Government of Haryana, or in his absence, Director of Higher Education of the Government of Haryana, shall be present in each meeting where decisions on issues involving Government policies or instructions are to be made.

#### **25. Powers and Functions of the Board of Management**

Subject to the Haryana Act, the Board of Management shall have the following powers and functions:

- (1) to approve creation of teaching and academic posts, the numbers, qualifications, and cadres thereof and the emoluments to be paid to the holders of such posts in consultation with the Finance Committee;
- (2) to lay down in consultation with the Academic Council, the duties and conditions of service of the Professors, Associate Professors, Assistant Professors and other academic staff of the University;
- (3) to define, on the advice of the Academic Council and Schools of the University, functions of the Departments and to allocate areas of study, teaching and research to them;
- (4) to provide for research and for the advancement and dissemination of knowledge;
- (5) to add, modify, curtail, cancel or withdraw any of the formal and non-formal educational programmes;
- (6) to create administrative, ministerial and other necessary posts in terms of the cadres and to make appointment thereto in consultation with the Finance Committee;
- (7) to regulate and enforce discipline among the Academic Staff, Administrative Staff and Non-Academic and Non-Administrative Staff of the University other than the Officers of the University whenever necessary;
- (8) to entertain and adjudicate upon and, if thought fit, to redress any grievances of the Academic Staff, Administrative Staff and Non-Academic and Non-Administrative Staff and students of the University;
- (9) to appoint committees for such purposes under Section 35 of this Statute and with such powers as it may deem fit and to appoint such persons on these committees as it thinks fit;

- (10) to review and approve, reject or alter recommendations made by any or all committees connected with the University;
- (11) to approve provision of buildings, premises, furniture, fittings, equipment, appliances and other facilities required for carrying on the work of the University;
- (12) to examine and accord final approval of building plans and award building contracts or authorize construction;
- (13) to administer the revenues and properties of the University and to conduct all administrative affairs of the University;
- (14) to issue appeals for funds for carrying out the objectives of the University and accept such funds as grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys;
- (15) to authorise the Chief Finance and Accounts Officer to receive payment of fees and other charges;
- (16) to arrange for the deposit of all monies credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee with the approval of Governing Body;
- (17) to examine and approve the maintenance of proper accounts and other relevant records and prepare Annual Statements of Accounts including the Balance-Sheet for every previous financial year, in such form as may be prescribed;
- (18) to examine and approve the Annual Budget;
- (19) to refer all matters of policy and important financial decisions to the Governing Body and ensure that all the minutes are regularly presented in the meetings of the Governing Body for perusal and approval;
- (20) to manage and regulate the finances, accounts, investments, movable, immovable and intellectual properties, business and all other administrative affairs of the University;
- (21) to execute documents, with the approval of the Governing Body, to effect conveyances, transfers, Government securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable, immovable or intellectual belonging to the University or to be acquired for the purposes of the University;
- (22) to raise and borrow money with the approval of the Governing Body on bonds, mortgages, promissory notes or other securities founded or based on any of the properties and assets of the University or without any securities and upon approved terms and conditions and to pay out of the funds of the University all expenses incidental to the raising of money and to repay and redeem any money borrowed;
- (23) to fix emoluments and travelling and other allowances of internal and external examiners, moderators and such other personnel appointed for examinations, in consultation with the Academic Council and the Finance Committee;
- (24) to select an emblem and to have a common seal for the University and to provide for the custody and use of such seal;
- (25) to approve conferment of degrees, awards and fellowships;
- (26) to delegate all or any of its powers to any committee or subcommittee constituted by it or the Vice Chancellor of the University;
- (27) to authorize the Registrar or any other Officer, authority, body, committee or board to institute, conduct, defend, compound or abandon legal proceedings by or against the organisation or its officers;
- (28) to approve the establishment of a Facilities Management Office; and
- (29) to do all such things and acts as may be directed by the Governing Body or Chancellor in fulfilment of the objectives of the University.

## 26. Academic Council

- (1) The Academic Council shall be the principal academic body of the University. The Academic Council shall, subject to the provisions of the Haryana Act, Statutes, Ordinances, Regulations and Rules have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations and tests within the University, co-ordinate and exercise



general supervision over the academic policy of the University exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Statutes.

- (2) The Academic Council shall consist of the following members:
  - (i) the Vice Chancellor as Chair;
  - (ii) the Pro-Vice Chancellors;
  - (iii) the Controller of Examinations;
  - (iv) the Deans of Schools of the University;
  - (v) two Professors or Associate Professors and one Assistant Professor from each School to be elected by the faculty of the respective School;
  - (vi) the Director of library
  - (vii) three educationists of repute or distinguished persons from any other field related to the activities of the University who are not in the service of the University, nominated by the Chancellor; and
  - (viii) three persons who are not in the service of the University and who are appointed by the Academic Council for their specialized knowledge.
- (3) The Registrar or the Joint Registrar shall be the Secretary of the Academic Council but not a member of the Council.
- (4) The term of office of members shall be two years.

## 27. Powers and Functions of the Academic Council

Subject to the Haryana Act, the Academic Council shall be the principal academic body of the University and have the following additional powers and duties:

- (1) to exercise general supervision over the academic work of the University and to give directions regarding methods of instruction, evaluation, research or improvements in academic standards;
- (2) to prescribe courses of study leading to degrees and diplomas of the University;
- (3) to approve the recommendations of the Boards of Studies on curricula for various courses and courses of studies;
- (4) to promote research within the University and acquire reports on such research from time to time;
- (5) to consider matters of academic interest either on its own initiative or at the initiative of the Board of Management and to take proper action thereon;
- (6) to arrange for the conduct of examinations in conformity with the Statutes and Regulations;
- (7) to maintain proper admissions and examinations standards;
- (8) to recognize diplomas and degrees of other universities and institutions and to determine their equivalence with the diplomas and degrees of the University;
- (9) to suggest measures for departmental co-ordination;
- (10) to make recommendations to the Board of Management on:
  - (i) measures for improvement of standards of teaching, training and research;
  - (ii) institution of Fellowships, Scholarships, Medals and Prizes;
  - (iii) establishment or abolition of Departments, study centres and off campus centres;
  - (iv) to provide for any matter relating to the academic functions of the University, discipline, residence, admissions and examinations;
  - (v) award of fellowships, scholarships, studentships, and fee concessions; and
  - (vi) requirements for attendance;
- (11) to appoint subcommittees to advise on such specific matters as referred to it by the Board of Management;

- (12) to appoint a Standing Committee to deal with day to day matters if necessary;
- (13) to consider the recommendations of the subcommittees and to take such action, including the making of recommendations to the Board of Management, as the circumstances of each case may require;
- (14) to review periodically the activities of the Departments, study centres and off-campus centres and to take appropriate action, including making recommendations to the Board of Management with a view to maintaining and improving the standards of instruction; and
- (15) to exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

#### **28. Meetings of the Academic Council**

- (1) The Academic Council shall meet as often as may be necessary but at least once in four months.
- (2) One third of the total members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- (3) Any business which it may be necessary for the Academic Council to perform, except such business as may be placed before its meeting, may be carried out by circulation of a resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council.

#### **29. Finance Committee**

- (1) The Finance Committee shall consist of the following members:
  - (i) Vice Chancellor as Chair;
  - (ii) Pro-Vice Chancellor(s), if any;
  - (iii) Registrar or Joint Registrar;
  - (iv) A Professor nominated by the Governing Body;
  - (v) A financial expert nominated by the Governing Body;
  - (vi) One nominee of the Board of Management; and
  - (vii) The Chief Finance and Accounts Officer as Secretary.
- (2) The Finance Committee shall meet at least twice each year to examine the accounts and to scrutinize proposals for expenditure.
- (3) All members of the Finance Committee other than ex-officio members shall hold office for a term of three years.

#### **30. Powers and Functions of the Finance Committee**

- (1) The annual accounts and financial estimates of the University shall be placed before the Finance Committee for consideration and thereafter submitted to the Governing Body after its consideration by the Board of Management together with the comments of the Finance Committee for approval.
- (2) The Finance Committee shall with the approval of the Board of Management fix limits of the total recurring expenditure and the total non-recurring expenditure of the year, based on the income and resources of the University. No expenditure shall be incurred by the University in excess of the limits so fixed.
- (3) No expenditure other than that provided in the budget shall be incurred by the University without the approval of the Finance Committee and the Board of Management.

### **Chapter 4 - Other Bodies of the University**

#### **31. Academic Regulations and Records Office**

- (1) There shall be an Academic Regulations and Records Office of the University. The Academic Regulations and Records Office shall have such employees as are appointed by the Selection Committee for Appointment of Administrative Staff.
- (2) The Academic Regulations and Records Office shall be headed by the Registrar.

- (3) The Academic Regulations and Records Office shall:
- (i) assist the Registrar in the maintenance of student records including their academic records and personal information records;
  - (ii) assist the Academic Council in drafting, revising and maintaining Academic Regulations of the University,
  - (iii) perform such other duties as may be specified in the Statutes, Ordinances, Regulations or Rules as may be assigned by the Registrar, Academic Council or the Vice Chancellor from time to time.

### 32. Examinations Office

- (1) There shall be an Examinations Office of the University. The Examinations Office shall have such employees as are appointed by the Selection Committee for Appointment of Administrative Staff.
- (2) The Examinations Office shall be headed by the Controller of Examinations.
- (3) The Examinations Office shall:
  - (i) assist the Controller of Examinations in the exercise of his or her powers and functions and discharge of his or her duties relating to matters concerning the conduct of examinations, assessments, tests or other forms of evaluation for courses taught in the University for granting Degrees, Diplomas, Certificates and other academic titles and distinctions, including those for the purpose of evaluation of candidates for admission to such courses, and declaration of results thereof;
  - (ii) perform such other duties as may be specified in the Statutes, Ordinances, Regulations or Rules as may be assigned by the Controller of Examinations, Academic Council or the Vice Chancellor from time to time.

### 33. Internal Audit Unit

- (1) There shall be an Internal Audit Unit of the University, which shall have such employees as are appointed by the Selection Committee for Appointment of Administrative Staff.
- (2) The Internal Audit Unit shall be headed by a Chief Internal Auditor. The Chief Internal Auditor shall be appointed by the Vice Chancellor on the recommendation of the Selection Committee for Appointment of the Registrar, Deans of Schools and other Officers.
- (3) The powers and functions of the Internal Audit Unit shall include:
  - (i) to assist the Chief Finance and Accounts Officer in the preparation of the annual audit for all the accounts of the University;
  - (ii) to take any necessary follow up action in response to any audit reports submitted after the annual audit for all the accounts of the University;
  - (iii) to report to any Officer, authority, body, committee or board of the University if requested by such Officer, authority, body, committee or board audit results and recommendations for appropriation action with respect to any deficiency noted; and
  - (iv) to perform any such duties in relation to internal auditing as required by the Statutes, Ordinances, Regulations and Rules or as assigned by the Vice Chancellor or his or her delegate or the Chief Finance and Accounts Officer or his or her delegate.

## Chapter 5—Committees and Boards

### 34. Committees and Boards

- (1) The Committees and other Boards of the University include the following:
  - (a) Selection Committee for the Appointment of the Vice Chancellor;
  - (b) Selection Committee for the Appointment of the Registrar, Chief Finance and Accounts Officer, Controller of Examinations, Director of the Library, Proctor, Human Resources Officer, Facilities Management Officer, Communications Officer and Deans of Schools;
  - (c) Selection Committee for the Appointment of Academic Staff;

- (d) University Selection Committee for the Appointment of Administrative Staff;
  - (e) School Selection Committee for the Appointment of Academic Staff;
  - (f) Confirmation and Promotion Committee for Academic Staff;
  - (g) University Confirmation and Promotion Committee for Administrative Staff;
  - (h) School Confirmation and Promotion Committee for Administrative Staff;
  - (i) University Academic Policy Committee;
  - (j) School Academic Policy Committee;
  - (k) University Board of Graduate Studies;
  - (l) School Board of Graduate Studies;
  - (m) University Research Committee;
  - (n) School Research Committee;
  - (o) Student Discipline Committee;
  - (p) University Staff Development Committee;
  - (q) School Staff Development Committee;
  - (r) Admissions Committee;
  - (s) Strategic Development Committee;
  - (t) Quality Assurance Committee;
  - (u) Advisory Committee for Graduate Employment and Career; and
  - (v) Other Committees and Boards subsequently created under the Haryana Act or this Statute, Ordinances, Regulations or Rules.
- (2) The Authority of the University may appoint standing or special committees of the University as it may deem fit.
- (3) Any such committee appointed under sub-section (a) may deal with any issue delegated to it subject to subsequent confirmation by the appointing authority.

### 35. Constitution of the Committees

Where any authority of the University is given power by the Haryana Act, Statutes, Ordinances, Regulations or Rules to appoint committees, such committees shall, save as otherwise provided, consist of the members of the authority concerned and of such other persons, if any, as the authority in each case may think fit.

### 36. Selection Committees

- (1) Selection Committee for the Appointment of the Vice Chancellor
  - (i) There shall be a Selection Committee for the Appointment of the Vice Chancellor.
  - (ii) The Vice Chancellor shall be appointed by the Chancellor from a panel of not less than three persons recommended by the Governing Body.
- (2) Selection Committee for Appointment of the Registrar, Deans of Schools and other Officers:
 

There shall be a Selection Committee for the Appointment of the Registrar, Deans of Schools and other Officers. This Committee shall make recommendations to the Chairperson of the sponsoring body or Chancellor as the case may be, for the appointment of the Registrar, Deans of Schools, and other Officers and shall consist of the following members:

  - (i) the Vice Chancellor as Chair;
  - (ii) the Pro-Vice Chancellor(s), if any;
  - (iii) one Professor or Associate Professor of the University nominated by the Vice Chancellor;

- (iv) two outside experts nominated by the Chancellor; and
  - (v) the Registrar as Secretary, unless the Selection Committee is considering the appointment of the Registrar, in that case it shall be the Joint Registrar, or in his or her absence, a full time salaried member of the Academic Staff or Administrative Staff of the University nominated by the Vice Chancellor.
- (3) Selection Committee for Appointment of Academic Staff
- (i) There shall be a Selection Committee for making recommendations for appointment to the posts of Professors, Associate Professors, Assistant Professors, research staff and other academic posts other than Visiting Teachers for each School. The Selection Committee shall make such recommendations in accordance with the procedures set out in Section 2 of the Appendix.
  - (ii) A Selection Committee for Appointment of Academic Staff shall consist of the following members:
    - (1) The concerned Dean or his or her designee as Chair;
    - (2) The Registrar as Secretary;
    - (3) The Head of Department, if any, provided that he or she holds a post not lower than the level of the post for which the selection is being made;
    - (4) Two subject experts nominated by the Vice Chancellor from outside the University;
    - (5) One Professor or Associate Professor elected by the Academic Council Members of the concerned School; and
    - (6) A member of the Academic Staff of the University but neither from the concerned Department nor from the concerned School.
  - (iii) If an endowment from a donor is accepted by the University for instituting a Professorship, the donor may be co-opted as a member of the Selection Committee for the purpose of filling up that professorship.
- (2) University Selection Committee for Appointment of Administrative Staff
- (i) There shall be a Selection Committee for the appointment of Administrative Staff for the University consisting of the following members:
    - (1) A Pro-Vice Chancellor, if any, in the absence of the Pro-Vice Chancellor, the Registrar as Chair;
    - (2) The Registrar, if not the Chair;
    - (3) An expert nominated by the Vice Chancellor; and
    - (4) The Supervisor of the position being filled as Secretary
  - (ii) The Selection Committee shall make such recommendations in accordance with the procedures set out in Section 3 Appendix I
- (3) School Selection Committee for Appointment of Administrative Staff
- (i) There shall be a Selection Committee for the appointment of Administrative Staff for each School consisting of the following members:
    - (1) The concerned Dean's nominee as Chair;
    - (2) The concerned Head of Department, if any;
    - (3) The Supervisor of the position being filled; and
    - (4) The Registrar as Secretary
  - (ii) The Selection Committee shall make such recommendations in accordance with the procedures set out in Section 3 Appendix I
- (4) Meetings of the Selection Committees
- (i) The meetings of the Selection Committee shall be convened by the Chair of the Selection Committee as and when necessary.
  - (ii) Three members of the Selection Committee shall form the quorum, out of whom at least two shall be experts in the field.

- (iii) The Chair of the Selection Committee shall have both a deliberative and a casting vote.
- (iv) All decisions regarding appointments shall be made by a majority of the members present and voting; provided that the Chancellor shall have power to veto any appointments made by any Selection Committee.

### 37. Special Mode of Appointment

Notwithstanding anything contained in Section 36(3) of this Statute:

- (1) The Vice Chancellor may invite a person of high academic distinction and professional attainments to accept the post of Pro-Vice Chancellor, Professor or Associate Professor or any other academic post in the University, on such terms and conditions as the Vice Chancellor deems fit, and on the person agreeing to do so, appoint him or her to the post for up to one year.
- (2) The Vice Chancellor may on the recommendation of the concerned Head of the Department and the concerned Dean appoint a Visiting Teacher for a period up to one year.
- (3) The Vice Chancellor may appoint a teacher or any other academic staff working in any other university or organisation to undertake a joint project.

### 38. Confirmation and Promotion Committees

#### (1) Confirmation and Promotion Committee for Academic Staff

- (i) There shall be a Confirmation and Promotion Committee for Academic Staff for making recommendations for confirmation of the posts of Professors, Associate Professors and Assistant Professors and promotions of Associate Professors and Assistant Professors.
- (ii) The Confirmation and Promotion Committee for Academic Staff shall consist of the following members:
  - (1) The concerned Dean as Chair;
  - (2) The Head of Department, if any, provided that he or she holds a post not lower than the level of the post for which the confirmation or promotion is being made;
  - (3) One expert nominated by the Vice Chancellor from outside the University;
  - (4) One Professor or Associate Professor elected by the Academic Staff of the concerned department or the School; and
  - (5) The Registrar as Secretary.
- (iii) If an endowment from a donor is accepted by the University for instituting a Professorship, the donor may be co-opted as a member of the Committee for the purpose of confirmation or promotion for that professorship.

#### (2) University Confirmation and Promotion Committee for Administrative Staff

There shall be a Confirmation and Promotion Committee for the appointment of Administrative Staff of the University consisting of the following members:

- (i) A Pro-Vice Chancellor, if any, in the absence of the Pro-Vice Chancellor, the Registrar as Chair;
- (ii) The Registrar, if not the Chair;
- (iii) An expert nominated by the Vice Chancellor; and
- (iv) The Supervisor of the position being filled as Secretary.

#### (3) School Confirmation and Promotion Committee for Administrative Staff

There shall be a Confirmation and Promotion Committee for the appointment of Administrative Staff in each School consisting of the following members:

- (i) The concerned Dean's nominee as Chair;
- (ii) The concerned Head of Department, if any;
- (iii) The Supervisor of the position being filled; and
- (iv) The Registrar as Secretary

- (4) Meetings of the Confirmation and Promotion Committees
  - (i) The meetings of the Confirmation and Promotion Committee shall be convened by the Chair of the Confirmation and Promotion Committee as and when necessary.
  - (ii) Three members of the Confirmation Promotion Committee shall form the quorum, out of whom at least two shall be experts in the field.
  - (iii) The Chair of the Confirmation and Promotion Committee shall have a deliberative and a casting vote.
  - (iv) All decisions regarding appointments shall be made by a majority of the members present and voting; provided that the Chancellor shall have power to veto any appointments made by any Confirmation and Promotion Committee.

### **39. University Academic Policy Committee**

- (1) There shall be a University Academic Policy Committee.
- (2) The University Academic Policy Committee shall consist of the following members:
  - (i) The Vice Chancellor or his nominee as Chair;
  - (ii) Pro-Vice Chancellor(s), if any, and if not Vice Chancellor's nominee;
  - (iii) All Deans of Schools;
  - (iv) All Heads of Departments;
  - (v) All Professors;
  - (vi) One Associate Professor and one Assistant Professor from each School as nominated by the Vice Chancellor;
  - (vii) Three persons appointed for their expert knowledge in different sectors (e.g industry, education, and non-governmental organisations) by the Chancellor; and
  - (viii) The Registrar as Secretary.
- (3) The term of office of members other than ex-officio members shall be two years.

### **40. Powers and Functions of the University Academic Policy Committee**

Subject to the powers vested in the Governing Body and the Board of Management, the University Academic Policy Committee shall have the following powers and functions:

- (1) To advise the Governing Body and the Board of Management on the academic policy of the University and the allocation of resources for supporting the academic work of the University;
- (2) To approve the submissions by the University Board of Graduate Studies and Schools for design and structure of programmes, level of awards, the requirements for admissions and assessment criteria of students;
- (3) To make recommendations to the Governing Body for introduction of new postgraduate programmes and for the abolition of existing postgraduate programmes;
- (4) To receive from the Schools proposals for the University's triennial academic development proposals and submit its recommendation on such proposals to the Governing Body via the Board of Management.

### **41. School Academic Policy Committee**

- (1) There shall be a School Academic Policy Committee.
- (2) The School Academic Policy Committee shall consist of the following members:
  - (i) the Dean of the School's nominee as Chair;
  - (ii) all Professors and Associate Professors of the School;
  - (iii) one undergraduate student representative elected by undergraduate students;
  - (iv) one postgraduate student representative elected by postgraduate students and
  - (v) the School Secretary as Secretary.
- (3) The term of members other than ex-officio members shall be two years.

**41A. Powers and Functions of the School Academic Policy Committee**

Subject to the overriding authority of the University Academic Policy Committee, the powers and functions of the University Academic Policy Committee under Section 40 of this Statute shall apply mutatis mutandis to the School Academic Policy Committee.

**42. University Board of Graduate Studies**

- (1) There shall be a University Board of Graduate Studies.
- (2) The University Board of Graduate Studies shall consist of the following members:
  - (i) Pro-Vice Chancellor(s), if any and in his or her absence, a Professor nominated by the Vice Chancellor as Chair;
  - (ii) Chairperson of the University Research Committee, if he or she is not the Chairperson of the Board of Graduate Studies;
  - (iii) Chairperson of School Board of Graduate Studies;
  - (iv) One member appointed from and by the Governing Body;
  - (v) One member appointed from and by the Board of Management;
  - (vi) Two postgraduate students elected by postgraduate students; and
  - (vii) The Registrar as Secretary.
- (3) The period of office of members shall be two years.

**43. Power and Functions of the University Board of Graduate Studies**

Subject to the powers vested in the Board of Management, the University Board of Graduate Studies shall have the following powers and functions: [Haryana Act, s29]

1. To establish and maintain appropriate academic standards of postgraduate programmes;
2. To make recommendations to the Governing Body and the Board of Management for introduction of new postgraduate programmes and for the abolition of existing postgraduate programmes;
3. To review and recommend to the Governing Body and the Board of Management on Academic Regulations, Rules and Procedures governing all postgraduate programmes;
4. To advise the School Boards, Examination Boards and Examination Panels for postgraduate programmes on the implementation of regulations and approve recommendations relating to examinations;
5. To appoint sub-committees and working groups for the purpose of effectively discharging its duties;
6. To advise the Governing Body and the Board of Management on any matter which may be referred to it by the Governing Body or the Board of Management;
7. To submit to the Governing Body and the Board of Management an annual report regarding the progress made by the Board of Graduate Studies in the discharge of its duties and performance of its functions; and
8. To deal with any matter pertaining to postgraduate degrees or postgraduate certificates in accordance with and subject to the regulations concerning such degrees, which are in, force from time to time.

**44. School Board of Graduate Studies**

- (1) There shall be a School Board of Graduate Studies.
- (2) The School Board of Graduate Studies shall consist of the following members:
  - (i) the Dean of the School's nominee as Chair;
  - (ii) all Professors and Associate Professors of the School;
  - (iii) one postgraduate student representative elected by postgraduate students;
  - (iv) The School Secretary as Secretary.
- (3) The period of office of members shall be two years.



**44A. Powers and Functions of the School Board of Graduate Studies**

Subject the overriding authority of the University Board of Graduate Studies, the powers and functions of the University Board of Graduate Studies under Section 42 of this Statute shall apply mutatis mutandis to the School Board of Graduate Studies.

**45. University Research Committee**

- (1) There shall be a University Research Committee.
- (2) The University Research Committee shall consist of the following members:
  - (i) Pro-Vice Chancellor or a Professor appointed by the Vice Chancellor as Chair;
  - (ii) The Chairperson of each School Research Committee;
  - (iii) One full time Academic Staff from each School elected by the Academic Staff of the respective School; and
  - (iv) One full time academic staff nominated by the Vice Chancellor;
  - (v) The Registrar as Secretary.
- (3) The term of office of members of the University Research Committee shall be two years.

**45A. Powers and Functions of the University Research Committee**

Subject to the powers vested in the Academic Council and the Board of Management, the University Research Committee shall have the following powers:

- (1) To advise the Academic Council on research funding policies and procedures in the University;
- (2) To oversee the allocation of research funds to academic staff;
- (3) To approve other applications for external research funding submitted by academic staff of the University;
- (4) To review and report on the University's research activities;
- (5) To report on its business to the Academic Council at such intervals as the Academic Council may require.

**46. University Research Fund**

- (1) The University shall have a University Research Fund to support research by its Academic Staff.
- (2) The Research Committee shall determine the types of research grant and the maximum amount for such grants that shall be allowed under the University Research Fund.

**47. School Research Committee**

- (1) There shall be a School Research Committee.
- (2) The School Research Committee shall consist of the following members:
  - i. The Dean of the School's nominee;
  - ii. All Professors of the School;
  - iii. One full time Academic Staff from each School elected by the Academic Staff of the respective School; and
  - iv. One full time academic staff nominated by the Vice Chancellor;
  - v. The Registrar as Secretary.
- (3) The term of office of members of the University Research Committee shall be two years.

**47A. Powers and Functions of the School Research Committee**

Subject the overriding authority of the University Research Committee, the powers and functions of the University Research Committee under Section 46 shall apply mutatis mutandis to the School Research Committee.

**48. Student Discipline Committee**

- (1) There shall be a Student Discipline Committee.

- (2) The Student Discipline Committee shall consist of the following members:
  - (i) The Pro-Vice Chancellor, or in his or her absence, the Vice Chancellor's nominee as Chair;
  - (ii) The Proctor
  - (iii) Two Teachers of the University appointed by the Vice Chancellor;
  - (iv) One undergraduate student nominated by the Undergraduate Students Association when the student under investigation is an undergraduate student;
  - (v) One postgraduate student nominated by the Postgraduate Students Association when the student under investigation is a postgraduate student;
  - (vi) The Registrar; and
  - (vii) The School Secretary of the School of the student under investigation
- (3) The term of office of members of the Student Discipline Committee shall be one year.

#### **48A. Powers and Functions of the Student Discipline Committee**

- (1) Subject to the powers vested in the Board of Management, the Student Discipline Committee shall have the following powers and functions:
  - (i) To investigate and make findings upon any complaint against a student ordered to be brought before it by the Vice Chancellor;
  - (ii) To advise the Vice Chancellor on the policies and procedures relating to student discipline;
  - (iii) To lay down and review the University's Code of Conduct for Students and make necessary changes in the Code from time to time;
  - (iv) To lay down the procedures for dealing with violation of the Code of Conduct for Students and or for dealing with violations of any rules and regulations of the University by students and the penalties relating to such violations; and
  - (v) To submit its findings to the Vice Chancellor along with its recommendations as to appropriate course of action to be taken.
- (2) Where a student is found guilty of violating the Code of Conduct for Students or any other rules and regulations of the University, the Student Discipline Committee may recommend any of the following penalties or any combination thereof:
  - (i) Warning;
  - (ii) Reprimand;
  - (iii) Fine within the maximum determined by the Vice Chancellor;
  - (iv) Disallowance of the work concerned by prohibiting assessment or, where the work has been assessed, by annulling the results in the assessed work. The Student Discipline Committee shall either permit the student to submit, within a specified period, a substitute piece of work for assessment; or deem the disallowance to be a failure on the part of the student in the examination or work;
  - (v) Withdrawal of any academic or other University privilege, benefit, right or facility other than the right to follow courses of instruction and present himself for examinations;
  - (vi) Suspension from the University for a specified period of time;
  - (vii) Expulsion from the University; and
  - (viii) Payment of compensation to make good any damage or defacement to University property or assets caused by the student.

#### **49. University Staff Development Committee**

- (1) There shall be a Staff Development Committee of the University.
- (2) The University Staff Development Committee shall consist of the following members:
  - (i) A Pro-Vice Chancellor, if any, or in absence of the Pro-Vice Chancellor, a Professor nominated by the Vice Chancellor as Chair;

- (ii) One Professors or Associate Professors from each School nominated by the respective Dean;
- (iii) One other member elected by Academic Staff of the University;
- (iv) One other Administrative Staff elected by Administrative Staff of the University;
- (v) The Registrar as Secretary.

(3) The term of office of members of the University Staff Development Committee shall be two years.

**49A. Powers and Functions of the University Staff Development Committee**

- (1) The Staff Development Committee shall have the following powers and functions:
  - (i) To advise the Board of Management on policies concerning staff development;
  - (ii) To sponsor staff development activities;
  - (iii) To approve sabbatical leave and other forms of leave related to staff development activities.
  - (iv) To consider reports from staff granted sabbatical leave at the end of their leave period;
  - (v) To present to the Board of Management an annual report on staff development activities supported by the University;
  - (vi) To establish and monitor effective mechanisms of performance appraisal of Academic and Administrative Staff the University.
- (2) The University Staff Development Committee shall meet at least twice a year.

**50. School Staff Development Committee**

- (1) There shall be a Staff Development Committee of each School.
- (2) The University Staff Development Committee shall consist of the following members:
  - (i) The concerned Dean's nominee as Chair;
  - (ii) One Professor, one Associate Professor and Assistant Professor from the School elected by the Academic Staff of the School;
  - (iii) The Registrar as Secretary.
- (3) The term of office of members of the School Staff Development Committee shall be one year.

**50 A. Powers and Functions of the School Staff Development Committee**

Subject the overriding authority of the University Staff Development Committee, the powers and functions of the University Staff Development Committee under Section 50 shall apply *mutatis mutandis* to the School Staff Development Committee.

**51. Admissions Committee**

- (1) There shall be an Admissions Committee in each School.
- (2) An Admissions Committee shall consist of the following members:
  - (i) The relevant Dean of the School or his or her representative as Chair;
  - (ii) The relevant Head of Department, or his or her representative;
  - (iii) Admissions Officer of the relevant School;
  - (iv) Two other Academic Staff of the relevant School;
  - (v) The School Secretary of the relevant School as Secretary; and
  - (vi) Such other members as co-opted by the Chair of this Committee.
- (3) The term of office of members of an Admissions Committee shall be one year.

**51A. Powers and Functions of Admissions Committees**

- (1) Subject to the powers vested in the Board of Management, an Admissions Committee shall have the following powers and functions:
  - (i) To ensure the Admissions Policy of the University is observed in the making of admissions to University programmes;

- (ii) To determine the principles on which admissions are to be made and the procedures thereof, subject to the Admissions Policy of the University;
- (iii) To monitor the admissions to University programmes and investigate any problems arising in connection thereof;
- (iv) To refer the matter to the Academic Council for advice where the Admissions Committee is of the view that a serious matter relating to the admission of a student has arisen; and
- (v) To report to the Academic Council on its work from time to time.

## **52. Strategic Development Committee**

- (1) There shall be a Strategic Development Committee.
- (2) The Strategic Development Committee shall consist of the following members:
  - (i) The Vice Chancellor as Chair;
  - (ii) Pro-Vice Chancellor(s), if any;
  - (iii) One members of the Governing Body nominated by the same;
  - (iv) One member of the Board of Management nominated by the same;
  - (v) The Chief Finance and Accounts Officer;
  - (vi) One Academic Staff nominated by the Chancellor on the recommendations of the Vice Chancellor;
  - (vii) The Registrar as Secretary.
- (3) The term of office of members of the Strategic Development Committee shall be three years.

## **52A. Powers and Functions of the Strategic Development Committee**

- (1) Subject to the powers vested in the Governing Body and the Board of Management, the Strategic Development Committee shall have the following powers and functions:
  - (i) To prepare the draft University strategic plan and strategic plans for the Schools that are in existence;
  - (ii) To review the long term policy regarding the allocation of resources and its methodology, and to ensure that such allocation of resources and corresponding methodology is in conformity with the objectives of the University;
  - (iii) To advise the Human Resources Office and the Facilities Management Office on the compliance with the University strategic plan in the discharge of their functions; and
  - (iv) To develop plans for collaboration with other institutions and associations in conformity with the objectives of the University; and
  - (v) To perform such other tasks pertaining to community relations as may be required from time to time.

## **53. Quality Assurance Committee**

- (1) There shall be a Quality Assurance Committee.
- (2) The Quality Assurance Committee shall consist of the following members:
  - (i) A Pro-Vice Chancellor, if any, or in his or her absence, a senior academic staff appointed by the Vice Chancellor as Chair;
  - (ii) One member of the Board of Management nominated by the Board of Management;
  - (iii) One member of the Academic Council nominated by the Academic Council;
  - (iv) Deans of Schools, or their nominees;
  - (v) One undergraduate student elected by undergraduate students;
  - (vi) One postgraduate student elected by postgraduate students;
  - (vii) One Academic Staff appointed by the Vice Chancellor;

(viii) The Registrar as Secretary.

(3) The term of office of members of the Quality Assurance Committee shall be two years.

#### **53A. Powers and Functions of the Quality Assurance Committee**

(1) Subject to the powers vested in the Governing Body and the Board of Management, the Quality Assurance Committee shall have the following powers and functions:

- (i) To lay down principles, policies and procedures for quality assurance in relation to teaching, research, examination processes and learning outcomes; and to assist the Academic Council in the maintenance of quality of the academic standard in such matters;
- (ii) To advise the Deans of Schools on the procedure and matters for evaluation of Academic and Administrative Staff, including designing schemes for the evaluation of Academic Staff by students and peers and for self-assessment; and
- (iii) To perform such other tasks pertaining to quality assurance as required by the Vice Chancellor from time to time.

#### **54. Advisory Committee for Graduate Employment**

(1) There shall be an Advisory Committee for Graduate Employment.

(2) The Advisory Committee for Graduate Employment shall consist of the following members:

- (i) A prominent member from any business, trade or profession as Chair;
- (ii) A representative of the Indian Chamber of Commerce;
- (iii) A member of the legal profession nominated by the Vice Chancellor
- (iv) A representative of the University Employee Association;
- (v) A representative of the Indian Federation of Industries;
- (vi) The Chancellor;
- (vii) The Vice Chancellor;
- (viii) Pro-Vice Chancellor(s), if any; and
- (ix) The Registrar as Secretary.

(3) The term of office of members of the Advisory Committee for Graduate Employment shall be two years.

#### **54A. Powers and Functions of the Advisory Committee for Graduate Employment and Career**

(1) Subject to the powers vested in the Governing Body and the Board of Management, the Advisory Committee for Graduate Employment and Career shall have the following powers and functions:

- (i) To advise the Chancellor, Vice Chancellor, the Governing Body and the Board of Management, as appropriate, on matters relating to student employment and career opportunities;
- (ii) To further training, employment and higher education opportunities for students by maintaining appropriate liaison with relevant sectors of business, trade, industries, professions and institutions in India and abroad; and
- (iii) To submit an annual report to the Governing Body and the Board of Management on the work of the Committee; and
- (iv) To perform such other tasks pertaining to graduate employment advice as required from time to time.

### **Chapter 6 – Admissions Policy**

#### **55. Admissions Policy**

(1) The Admission Policy of the University shall be consistent with its educational objectives. Admissions shall be made through an entrance test conducted by the University or a designated agency. The criteria for selection shall be merit based.

(2) Merit for admission in the University may be determined either on the basis of marks or grades obtained in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis

of marks or grades obtained in the entrance test conducted by an agency approved by the State, provided that admission in the professional and technical courses shall be made only through an entrance test.

- (3) The University's policy is to admit a diverse and exceptional group of students from India and abroad who are dedicated to studying at a high intellectual level. Admissions to the University will be open to all persons regardless of race, religion, place of birth, domicile, nationality political or social affiliation and background, cast or creed or gender. However, admissions of foreign students shall be governed by the guidelines and directions applicable to foreign students.
- (4) Students admitted to the University will be equipped with the knowledge skills scholarship and vision to meet the challenges and demands of globalization. The goal is to produce world-class professionals, scholars, and academics.
- (5) Applicants must meet:
  - (i) The Minimum Entry Qualification Requirements laid down by this Statute, Ordinances, Regulations and Rules;
  - (ii) Programme Specific Requirements set by this Statute, Ordinances, Regulations and Rules; and
  - (iii) Any other requirements that the University may impose from time to time.

#### 56. Minimum Entry Qualification Requirements

Minimum entry requirements for admission to University includes the following:

- (1) The Programme Specific Requirement for the Course or Degree as prescribed below in Section 57 of this Statute.
- (2) Pass in the University Entrance Test;
- (3) Obtaining the requisite score in the language proficiency test prescribed by the University; and
- (4) Meeting of any requirements specified by the University from time to time.

#### 57. Programme Specific Requirements

- (1) The Programme Specific Requirements for each programme shall be as follows.

- (i) Law School

- (a) *Five-Year Bachelor of Arts and Bachelor of Laws (B.A., LL.B.)*

The applicant must have passed in an examination in 10+2 or 11+1 course of schooling recognised by the educational authority of the Central or State Governments or possesses such academic qualifications which are considered equivalent to 10+2 or 11+1 courses by the Bar Council of India at the time of joining the course of instruction in law for a degree in law.

- (b) *Three-Year Bachelor of Laws (LL.B.)*

The applicant must be a graduate of a University or possesses such academic qualifications, which are considered equivalent to a graduate's degree of a University by the Bar Council of India at the time of joining the course of instruction in law for a degree in law.

- (c) *Master of Laws (LL.M.)*

The applicant must possess a Bachelors degree or equivalent from an institution recognized by the University.

- (d) *Master of Philosophy (M.Phil.)*

The applicant must possess a Bachelor's degree or equivalent with a first or a high Second Class from an institution recognized by the University.

- (e) *Doctor in Juridical Sciences (J.S.D.) and Doctor of Philosophy (Ph.D.)*

The applicant must possess a Master of Laws (LL.M.) or Master of Philosophy in Law (M.Phil. in Law) or equivalent from an institution recognized by the University.

(ii) Other Schools

Programmes and other details of other schools shall be provided when they are established

- (2) Notwithstanding anything contained in Section 57 (1), an applicant who does not appear to be capable of satisfactorily completing its programme will not be admitted.
- (3) An applicant appearing at a degree examination or awaiting the results of that examination shall also eligible to apply and appear for the University Admissions Test and English proficiency tests but cannot be considered for admission unless the applicant has submitted the results of the relevant examinations.

**58. The Number of Seats in Different Programmes**

The number of seats available in each programme for an academic year shall be determined by the Board of Management in consultation with the Academic Council, Academic Policy Committees, the relevant Schools and such other Officers, Authorities, Bodies, Committees or Boards as the Board of Management considers appropriate to consult.

**59. Reservation of Seats**

- (1) Ten percent of the seats for admission in the University shall be reserved for students who are domiciled in Haryana, and out of this ten percent, one-tenth of the seats shall be reserved for students belonging to Scheduled Castes of the State of Haryana.
- (2) Where any seats for admission in the University are reserved for students domiciled in Haryana or belonging to the Scheduled Castes of the State of Haryana are not filled by persons who are domiciled in Haryana or belong to the Scheduled Castes of the State of Haryana, they shall be filled by other students according to the general admission policy.
- (3) Where there are more applicants belong to the Scheduled Castes of the State of Haryana than the number of reserved seats prescribed under Section 59, their admission to these reserved seats shall be on competitive basis amongst such applicants.
- (4) Nothing contained in this section shall be read as relaxing the minimum entry qualification requirements and programme specific requirements set out in Sections 56 and 57.

**Chapter 7 – Annual Reports and Accounts**

**60. Annual Report**

- (1) The University shall be self-funded through the resources generated by fees, grants, endowments, gifts and interests on investments.
- (2) The annual report of the University shall be prepared under the direction of the Board of Management and shall include, among other matters, the steps taken by the University to fulfil its objectives and shall be submitted to the statutory Auditor appointed by the Board of Management on or before such date as may be prescribed by the Statutes, Ordinances or Regulations.

**61. Annual Accounts**

The annual accounts and balance sheets of the University shall be prepared under the direction of the Vice Chancellor and shall be audited by statutory auditors every calendar year, at intervals of not more than fifteen months.

**Chapter 8 – Miscellaneous**

**62. Students Fees**

(1) Tuition Fee

The tuition fee for students of the University shall be prescribed by the Ordinance.

(2) Other Fees

The University shall prescribe other fees from time to time. These may include admission fees, examination fees, fees for admission to students' residence and charges for providing students with accommodation and food and other expenses incurred for them.

**63. Exemptions of Students from paying Tuition Fees**

- (1) The fee structure for the 10% of the students who are domicile of Haryana shall be based on merit-cum-means and be as follows:

- (i) 4% 100% fee concession
- (ii) 3% 50 % fee concession
- (iii) 3% 25 % fee concession

(2) The University shall not charge any fees other than that prescribed by Section 62 above.

#### **64. Scholarships and Fellowships**

Students admitted to the University shall be awarded scholarships and fellowships based on merit and their needs. Scholarships and fellowships shall be awarded to students from the interests accrued from the scholarship and fellowship fund.

#### **65. Honorary Degrees and Distinctions**

Notwithstanding anything contained in this Statute, the power to confer Honorary Degrees and Distinctions shall be subject to the prior approval of the Visitor.

#### **66. Terms and Conditions of Service and Code of Conduct for the Teachers**

- (1) All the teachers and other academic staff of the University shall be governed by the terms and conditions of service and a code of conduct as may be prescribed by the University.
- (2) Every member of Academic Staff of the University shall be appointed on basis of the a written contract.
- (3) A copy of every Academic Staff's contract referred to in sub-section (2) shall be deposited with the Registrar.

#### **67. Provident, Pension Funds and Insurance Schemes**

The University shall constitute for the benefit of its employees such provident or pension funds or provide such insurance schemes as it may deem fit.

#### **68. Arbitration of Disputes between the University and Employees or between Officers, teachers, employees and students**

- (1) Any dispute, controversy or claim arising out of or in connection with the contract between the University and any employee, or the breach, termination or invalidity thereof, or between officers, teachers, employees, and students, shall, at the request of the employee or the person concerned, be referred to a tribunal of arbitration consisting of one member nominated by the Vice Chancellor, one member nominated by the employee or the person concerned and a Chair selected by the two nominated members.
- (2) Every request made by the employee or the person concerned under sub-section (1) shall be deemed to be a submission to arbitration upon the terms of this section within the meaning of the Arbitration and Conciliation Act, 1996.
- (3) The procedure for regulating the work of the Tribunal shall be prescribed by the University.

#### **69. Right to Appeal**

Every employee or student of the University or an Institution maintained by the University shall have a right to appeal, within such time as may be prescribed by the Statutes, to the Vice Chancellor against the decision of any Officer or Authority of the University or of the Institution, as the case may be, and thereupon, the Vice Chancellor may confirm, modify or reverse the decision appealed against.

#### **70. Actions against Students and Students' Right to Appeal**

- (1) Any student or candidate for an examination whose name has been removed from the rolls of the University by the orders or resolution of the Vice Chancellor, Student Discipline Committee or Examination Committee and who has been debarred from appearing at the examination of the University for more than one year, may, within ten days of the date of receipt of such orders or copy of such resolution by him or her, appeal to the Chancellor who may confirm, modify or reverse the decision of the Vice Chancellor or the Committee.
- (2) Any dispute arising out of any disciplinary action taken by the University against a student shall, at the request of such student, be referred to a Tribunal of Arbitration and the provisions of Section 69 of this Statute shall apply.



**71. Removal of Academic Staff, Administrative Staff and Non-Academic and Non-Administrative Staff of the University**

- (1) Notwithstanding anything contained in the terms of contract of service of the appointment of an Academic Staff, Administrative Staff and Non-Academic and Non-Administrative Staff of the University, such person may be removed from the University by the appointing authority where such person is found to be:
  - (i) of unsound mind;
  - (ii) had been convicted by a court of law of any offence moral turpitude and sentenced in respect thereof to imprisonment ; or
  - (iii) otherwise guilty of serious misconduct in discharging his or her powers and functions.

Provided that such employee had been given a reasonable opportunity to be heard and present his case to the authority investigating the matter.

- (2) Where the removal of such Academic Staff, Administrative Staff or Non-Academic and Non-Administrative Staff is for a reason other than that specified in Section 71(1), such person shall be given three months notice in writing or paid three months' salary in lieu of notice.

**72. General Principles for the Interpretation of the Statutes**

- (1) This Statute shall receive such fair, large and liberal construction and interpretation as will best ensure the attainment of the object of the Statute according to its true intent, meaning and spirit
- (2) In this Statute, unless the context otherwise requires:
  - (i) Where any word or expression is defined in this Statute, such definition shall extend to the grammatical variations and cognate expressions of such word or expression.
  - (ii) Words and expressions importing the masculine gender include the feminine and neuter genders.
  - (iii) Words and expressions in the singular include the plural and words and expressions in the plural include the singular.
  - (iv) References to any Officer, authority, body, committee or board includes his, her or its nominee.
  - (v) Where any part of this Statute confers power to make any subsidiary legislation, expressions used in the subsidiary legislation shall have the same meaning as in the Statute conferring the power, and any reference in such subsidiary legislation to "the Statute" shall be construed as a reference to the Statute conferring the power to make such subsidiary legislation.
  - (vi) Where in subsidiary legislation there is a reference to a section or other provision by number, letter or combination of number and letter, and not in conjunction with the title or short title of other subsidiary legislation or a Statute, the reference shall be construed as a reference to the section or other provision of that number, letter or combination in the subsidiary legislation in which the reference occurs.
  - (vii) Where in subsidiary legislation there is a reference to a subsection or other subdivision of a provision by number, letter or combination of number and letter, and not in conjunction with the number of any other section or provision of that subsidiary legislation or any other subsidiary legislation, the reference shall be construed as a reference to the subsection or other subdivision of a provision of that number, letter or combination in the section or other provision in which the reference occurs.
- (3) Where any part of this Statute confers any power or imposes any duty, then the power may be exercised and

the duty shall be performed from time to time as occasion requires.

- (4) Where any part of this Statute confers any power or imposes any duty on the holder of any office as such, then the power may be exercised and the duty shall be performed by the holder for the time being of that office.

**73. The Overriding Effect of the Haryana Act**

Any powers or functions of any Officer, Authority, Body, Committee or Board conferred by this Statute are subject to the provisions of the Haryana Act.

**74. Presumption of Lawful Exercise of Power**

Subject to Section 3 of this Statute, where this Statute confers authority upon any person to:

- (i) make any subsidiary legislation;
- (ii) make any instrument; or
- (iii) exercise any power or function,

and the Statute conferring the power prescribes conditions, subject to the observance, performance or existence of which any such power may be exercised, such conditions shall be presumed to have been duly fulfilled if in the document evidencing the exercise of the authority there is a statement that such authority had been conferred by such Statute.

**75. Presumption of Validity of Appointments and Constitution of University Authorities and Bodies**

- (1) Subject to this Statute, the appointment made to any post in the University and constitution of any authorities, bodies, boards or committees in the University in accordance with the Statutes and Regulations shall be deemed to be valid and in accordance with the law.
- (2) If any question arises as to whether any person has been duly elected or appointed as, or is entitled to be, a member of any authority or other body of the University, the matter shall be referred to the Chancellor whose decision thereon shall be final.

**76. Presumption of Validity of Act or Proceedings and Indemnity against General Proceedings**

- (1) Subject to this Statute, no act or proceeding of the Governing Body, Management Board or any other Officer, Authority, Body, Committee or Board of the University shall be invalidated or questioned on the ground merely of the existence of any vacancy or defect in the constitution thereof.
- (2) No suit, prosecution or any other legal proceedings shall lie against the University or for any act or omission of any Officer, authority, body, committee or board or employee of the University in the performance of their powers and functions under the provisions of this Statute or any Ordinances, Regulations or Rule made there under, provided such act or omission was actuated by good faith.

**77. Delegation of Powers**

Subject to the provisions of the Haryana Act and the Statutes, any officer or authority of the University may delegate powers to any other officer or authority or person under his, her or its control subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority or person delegating such powers.

## Appendix I.

### Procedures of Recommendations by the Selection Committee for Academic Staff, the University Selection Committee for Administrative Staff and the School Selection Committee for Administrative Staff

#### 1. The Role of Selection Committees

- (i) The Selection Committee for Academic Staff shall make recommendations for appointment of Academic Staff in the School. The University Selection Committee for Administrative Staff shall make recommendations for appointment of Administrative Staff in the University. The School Selection Committees for Administrative Staff shall make recommendations for appointment of Administrative Staff in each School.
- (ii) These Selection Committees shall shortlist candidates for appointment to such positions.
- (iii) The Vice Chancellor shall be the approving authority for all appointments.

#### 2. Procedure for Academic Staff

- (i) After short listing the candidate, the concerned Dean may obtain confidential external assessments on shortlisted candidates. All candidates shall be invited for a face to face personal interview or telephone interview unless waived by the Vice Chancellor or otherwise agreed by the concerned Selection Committee and the concerned Dean. The concerned Dean shall, with the approval by the Vice Chancellor, nominate external assessors.
- (ii) Three external assessors shall be nominated for the post of Professor, two external assessors shall be nominated for the post of Associate Professor and Assistant Professor.
- (iii) All external assessments will be reviewed by the Selection Committee. Where there are conflicting views of assessors on a candidate, the Dean may seek further assessment. The Dean with the approval of the Vice Chancellor may waive the requirement of external assessments on a candidate.
- (iv) Where a staff is only to be appointed for a research post, his or her appointment can be recommended by the Selection Committee without seeking any external assessments.

#### 3. Qualifications for appointment of Academic Staff

- (i) A Bachelors degree and a Masters, Master of Philosophy or Doctor of Philosophy degree or equivalent in the relevant discipline is required for appointment as an Academic Staff of the University.
- (ii) Outstanding academic record with research and/or teaching experience commensurate with the position applied for is also required.

#### 4. Procedure for University Selection Committee for Administrative Staff and School Selection Committee for Administrative Staff

- (i) The University Selection Committee for Administrative Staff and the School Selection Committee for Administrative Staff shall decide upon how many external references should be sought for appointment to a University Administrative position or School Administrative position respectively.
- (ii) All external assessments will be reviewed by the Selection Committee. Where there are conflicting views of assessors on a candidate, the Chair of the Committee may seek further assessment. The Chair with the approval of the Pro-Vice Chancellor, if any, or the Registrar, may waive the requirement of external assessments on a candidate.

#### 5. Procedure for Hiring Non-Academic and Non-Administrative Staff

- (i) The Human Resources Office shall be responsible for hiring Non-Academic and Non-Administrative Staff.
- (ii) Qualifications for the hiring of Non-Academic and Non-Administrative Staff shall be laid down by the Human Resources Office.
- (iii) Before hiring an employee, the Human Resources Office shall make necessary inquiries about a candidate applying for the position.
- (iv) The Human Resources Office shall establish a procedure for making appointments of such employees.
- (v) All such appointments shall be reviewed by the Registrar.

## Appendix II

### Convocation of the University

#### 1. Convocation of the University

The convocation of the University shall be held in every academic year in the manner as may be specified by these Statutes for conferring of degrees, certificates and other academic distinctions or for any other purpose.

#### 2. Manner of the Convocation of the University

- (i) The Vice Chancellor shall provide for the conferring of awards for degrees, diplomas, certificates and other academic distinctions at the Convocation. The Vice Chancellor shall establish a Standing Committee on Convocation, the purpose of which shall be to advise the Registrar on the discharge of the latter's duties in connection with matters pertaining to the Convocation and ceremonies related thereto.
- (ii) The University shall normally hold one Convocation per year. However, it may hold special Convocations for the award of Honorary degrees where considered necessary by the Vice Chancellor.
- (iii) Students participating in the convocation ceremony shall be required to wear academic dress. All graduates will wear the academic dress for the degree they are receiving at that convocation ceremony.
- (iv) Academic staff and other University officials shall be invited to attend convocation and sit on the stage as part of the ceremony. These individuals shall be able to request their apparel from the Academic Regulations and Records Office, or may wear their own formal academic apparel.
- (v) The Governing Body provides the Academic Regulations and Records Office with the particulars of each Honorary Degree recipient so that the proper Honorary Degree apparel and citation will be available on the day they are to receive their degree.
- (vi) All graduates who indicate that they will attend the Convocation shall be provided with a predetermined number of reserved guest tickets, subject to availability. Extra tickets may be available only on the day of the ceremony if practicable.
- (vii) Students who are unable to attend the Convocation ceremony may provide a written request to the Academic Regulations and Records Office requesting their degrees to be awarded *in absentia*.
- (viii) At the Convocation ceremony, prizes and medals designated for outstanding academic and non-academic achievements may also be awarded.
- (ix) The Registrar shall produce the official program for convocation ceremonies. Convocation Programs will list the name, degree and specialization, if applicable, of each graduate, according to the information available to the Registrar at the time the program is printed.
- (x) Further details may be provided by subsequent Statutes, Ordinances, Rules and Regulations of the University.

गृह विभाग

आदेश

दिनांक 25/21 जनवरी, 2011

**क्रमांक 2/7/96-2गृह गो०.**—चूंकि, हरियाणा के राज्यपाल, राज्य में सम्भावित परिस्थितियों को ध्यान में रखते हुए संतुष्ट हैं कि राष्ट्रीय सुरक्षा अधिनियम, 1980 की धारा 3 की उपधारा (2) के अधीन जिलाधीशों को तुरन्त कार्यवाही करने हेतु प्राधिकृत करना आवश्यक है।

इसलिए, उक्त अधिनियम की धारा 3 की उपधारा (3) द्वारा प्रदान की गई शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा निर्देश देते हैं कि उक्त अधिनियम की धारा 3 की उपधारा (2) के अधीन राज्य सरकार की शक्तियाँ हरियाणा राज्य के सभी जिलाधीशों द्वारा भी उनकी अपनी-अपनी अधिकारिता के भीतर, दिनांक 22 जनवरी, 2011 से 21 अप्रैल, 2011 तक तीन मास की अवधि के लिए प्रयोग की जा सकेंगी।

चण्डीगढ़ :

दिनांक 21 जनवरी, 2011

समीर माथुर,

वित्तायुक्त एवं प्रधान सचिव, हरियाणा सरकार,

गृह विभाग।